

PREPAYMENT AUDIT PROGRAM TEMPLATE

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). The GSA Office of Inspector General has reviewed Audits prepayment audit oversight program, and has published findings that the program does not effectively monitor federal agency compliance with the statute. In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receive a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the agency and after approval by the agency, must be approved by Audits. Audits has developed a standard template to assist agencies in providing the information that addresses the deficiencies identified in the IG report. Please complete the template and Submit plans to: audit.policy@gsa.gov; subject: "Agency PPA"

P	ART I:
Α.	Department/Agency NameBureau of Reclamation, Department of the Interior (Example: General Services Administration)
В.	The state of the s
C.	Agency Location Code (ALC)/Agency Bureau Code (ABC) 14060905
	(Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below): 47000016 GENERAL SERVICES ADMINISTRATION BCEA 47000017 GENERAL SERVICES ADMINISTRATION INTRA-GOV. TRANSACTIONS PORTAL (IGIP)
D.	POC Name/Email: (b) (6), (b) (7)(C) POC Telephone: (b) (6), (b) (7)(C) (The POC should be a person that Audits can contact to clarify or obtain additional information.)
PA	1. How much does your agency spend, annually, on ALL Transportation of Things, to include all modes identified in Number 3 belowBOR spent \$1,048,736 in FY13(Please provide dollar amount)
	for the entire organization or by ALC identified in PART I)
	 Type of Prepayment Audit Program¹: (Please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express, Freight - Internal))
	☐ Third party payment system (TPPS)
	☐ Internal Audit Program (Please complete PART III)
	 Direct contract with audit service provider (Please complete PART III and provide a copy of contract and transportation rates associated with that contract or MOU)
	***Contract auditor through GSA's multiple awards scheduled, Audit & Financial Management Services (provide contractor name) Relocation Management Worldwide

¹Any <u>request for a waiver</u> to the prepayment audit requirements must be made in writing to the General Services Administration, Office of Governmentwide Policy (M), 1800 F Street, NW, Washington, DC 20405



(d). Require your agency's paying offi owed to the TSP within the 3 years;	ce to offset, if directed by GSA's Audit	Division, debts from amounts
(e). Be approved by the GSA Audit Div program review and re-approval;	vision. After the initial approval, the ag	gency may be subject to periodic
(f). Complete accurate audits of trans days of receipt;	portation bills and notify the TSP of an	ny adjustment within 7 calendar
(g). Create accurate notices to the TSI of the stated charges on the invoice;	Ps that describe in detail the reasons fo	or any full or partial rejection
	to the GSA Audit Division;	
(i). Establish procedures in which tran	sportation bills not subject to prepayn andled separately and forwarded to th	ment audit (i.e., bills for unused
j). Implement a unique agency numb	ering system to handle commercial pa	
Prepared by (Please Print) (b) (6), (b) (ignature	, (b) (7)(C) 7)(C)	Date 7/15/2014
(b) (6), (l	o) (7)(C)	

Form NBC-IA-01 (August 2002) Bureau 0-	F Reclamation - 14-06-0905
Agreement Number: 14-6620-FBM-BOR-J 9. Authority:)
_	
Economy Act, 31 USC 1535	
Worlding Capital Fund 43 USC 1467, 1468 Other	•
10. Termination Provisions: (Please check the	a commodate block
This agreement may be terminated before the followed by mutual agreement between the paths termination.	end performance date by 90 days written notice from either party, rites. The customer will be billed for all costs incurred at the time o
11. Billing Provisions: (Please check the appr	opriate blocks and fill in IPAC contact information)
The customer will be billed Quarterly.	
Bill Format: <i>IPAC</i>	
IBC IPAC Contact Person	
Name: Brent Stevenson Telephone Number: 303-969-5416 12. Other Termsand Conditions/Miscellaneou	
Subject to avaliability of Fiscal Year 2014 fun prescribed CR daily rate with reconciliation t appropriation.	ding. Under a Continuing Resolution (CR), billing will be at the o occur upon passage of the full year Fiscal Year 2014
13a. Customer Approval	13. Approvals 13b. IBC Approval
$\begin{array}{c} \text{Signature:} & \land & \text{Pate:} \\ \text{(b) (6), (b) (7)} \end{array}$	(b) (6), (b) (7)(C) Signature: Date: 08/19/2013
Name: (b) (6), (b) (7)	(C) Name: (b) (6), (b) (7)(C)
Signature: Date:	Signature: Date:
Name:	Name:
Title:	Title:
13c. Fo	r IBC Internal Use Only
	Signature: Date: Name:(b) (6), (b) (7)(C)
A. San	Title: 6



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program1. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PART I:

A. Department: DEPARTMENT OF JUSTICE

(Example: Department of Homeland Security)

B. Agency: Alcohol, Tobacco, Firearms and Explosives-ATF (managed via IA by the EPA Federal Employee Relocation Center (FERC) (Example: FEMA, TSA, FLETC)

- C. Address 99 New York Avenue, NE Washington, DC 20226
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC	Department/Agency	AGENCY/BUREAU
15070000	DEPARTMENT OF JUSTICE	Alcohol, Tobacco, Firear
Ex-70004001	Department of Homeland Security	FEMA

POC Name: (b) (6), (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C) Phone: (a) (b) (b) (b) (c) (c) Title: (b) (b) (b) (c) (c) Email: (b) (b) (b) (c) (b) (b) (c) Phone: (a) (b) (c) (c) Phone: (a) (c) Pho

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$443,611.54 (FY-20 (Jun-Sep)
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If
 you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort
 Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 - Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 - Internal Audit Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

- Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
- Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)

3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider

 All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.go</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count;
Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from:
The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Part Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mail D
PART III
As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
EPA on behalf of ATF will secure the required signatory
(b). Comply with the Prompt Payment Act EPA Finance system on behalf of ATF will ensures compliance with the Prompt Payment Act for all vendor payments.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; EPA on behalf ATF maintains compliance via GSA Tenders
(d). Verify all transportation bills against filed rates and charges before payment;
All charges are verified using the GSA-500A Rate Tender or applicable tariff rate in cases where the GSA-500A is not applicable.
(e). Forward all transportation documentation monthly to the GSA Audit Division; Move Management, Inc. currently submits a monthly report to the GSA Audits Division for all EPA volume (internal and external agency customers, includes ATF).

f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable. All bills are audited per the MOU.
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; Per MOU (Scope of Coverage) provider is required to audit all carrier billings.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; The EPA Cincinnati Finance Center (CFC) will process any offsets required by the GSA Audit Division.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of ar adjustment within 7 calendar days of receipt of the bill; Carriers are required to submit corrected invoice prior to submission of voucher to the EPA (ATF).
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
EPA on behalf of ATF will follow the GSA Appeals/Dispute process according to CFR 102-118 Subpart-F
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the sated charged on the invoice.
Move Management, Inc. prepares a detailed correction notice which is provided to the TSP when errors are found.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Unique Bill of Lading numbers are assigned to each shipment through program.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on: _12/15/2021
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 07/12/2021



		Date
dditional Information:		
EPA - MMI MOU attached		
	For GSA use only	
	· ·	
Approved O Not	Approved (see comments below)	
nments (GSA schedule and	/or third party contract effective dates, etc):	
nature GSA Approval Autho	CHARLES WHALEY Digitally signed by CHARLES WHALEY Date 2021.10.18 15 16 02 -04007 Date	



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PF	ART I:			
A.	Department : DEPARTMENT OF TREASURY			
В.	(Example: Departmen Agency: Bureau of the	t of Homeland Security) Fiscal Service		
	(Example: FEMA, TSA, FLE	TC)		
C.	Address 200 Third Stree	t, Parkersburg,WV 26106		
D.	Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):			
	ALC	Department/Agency	AGENCY/BUREAU	
	Ex-70004001	Department of Homeland Security	FEMA	

See Attached

POC Name (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Email (b)	(6), (b)	(7)(C)	Phone: (b) (6), (b) (7)(C)
/The POC should be a person that	10 DATE:	The second secon	A 1000 00		

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) See Attached.
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Syncada, etc...)
 Internal Audit Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method? Another method? Another method? Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: We use the SAFE site. Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mai CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; Treasury will secure the necessary signature as required per CFR 102-118
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice packet received contains a copy of the authorized virtual bill of lading with rate tender information
(d). Verify all transportation bills against filed rates and charges before payment; We review the Public voucher package to verify the correct documentation has been received and is completed. The review include the following information. Inventiones (Signed at Origin & Destination) Signed accessoral forms of applicable.
We review the billing Information to ensure the following are correct Mileage weight, Tariff Discount, Audit Invoices to verify linehaul storage, packing, and accessorial charges.
(e). Forward all transportation documentation monthly to the GSA Audit Division; The pre-payment report is sent monthly from postravel@fiscal.treasury.gov.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; We currently do not have any of these types of documents.
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
At this time, we pre-audit all SF 1113s. All documents are audited regardless of dollar values.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
We currently do not have any of these types of documents. (Do not have any cost reimbursable contracts).
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; We comply with any directives from the GSA's Audits Division
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of adjustment within 7 calendar days of receipt of the bill; This is done as part of our Prompt Payment procedures.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed:
Any amounts in question are resolved prior to invoice payment.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The carrier is notified of any rejections along with the reason for the rejection.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our VGBL list comes from GSA and each invoice is checked to ensure that it is not a duplicate number.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on _
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 07/25/2019

(b) (6), (b) (7)(C

(b) (6), (b) (7)(C)

(6), (b) (7)(C)

			Date
Additional Information:		To.	
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	For GSA use only		V
Approved Not Appr	oved (see comments below)		
Approved Not Appr	oved (see comments below)		
mments (GSA schedule and/or ti	nird party contract effective dates, etc):		¥
	244.6		
gnature GSA Approval Authority	CHARLES WHALEY Detail 2018 08 09 08 31:29 -04:00"	Date —	

Department of Treasury Offices

ALC	DEPARTMENT/AGENCY	AGENCY/BUREAU	Amount Spent for FY18
20-550861	Department of Treasury	Administrative Resource Center	\$1,490.67
20-120001	Department of Treasury	Bureau of the Fiscal Service	\$0.00
20-050007	Department of Treasury	Community Development Financial Institutions	\$0.00
20-460000	Department of Treasury	Financial Crimes Enforcement Network	\$0.00
20-010001	Department of Treasury	Treasury Departmental Offices	\$147,696.17
20-160001	Department of Treasury	United States Mint	\$1,706.08
20-010006	Department of Treasury	Office of Financial Stability	\$0.00
20-080001	Department of Treasury	Treasury of Inspector General	\$0.00
20-040001	Department of Treasury	Treasury IG for Tax Administration	\$9,163.20
20-100000	Department of Treasury	Alcohol and Tobacco Tax and Trade Bureau	\$0.00



PREPAYMENTAUDITPROGRAM

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A.	Department:	DEPARTMENT	OF JUSTICE ((DOJ)
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(Example: Department of Homeland Security)

B. Agency : Bureau of Prisons

(Example: FEMA, TSA, FLETC)

- C. Address: 302 Sentinel Dr, Suite 150 Annapolis Junction, MD 20701
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC	<u>Department</u>	Agency/Bureau
15-10-046	55 Dept of Justice	BOP-Relocation Svc Section
Ex-70004001	Department of Homeland Security	FEMA

(The POC should be a person that GSA can contact to clarify or obtain additional information.)

PART II:

 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) Fiscal Year 20: \$10,500,000.00

2.	Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits.	lf
	you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort	
	Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.	
	Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc)	
	Internal Audit Program (address elements listed in PART III)	

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	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name) Auditech & Associates
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
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4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov . If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third-PartyPayment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system. Will send paid invoices via (check all that apply): TAMS TAMS Email
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
(a). Requires the agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division;
submission to GSA Transportation Audits Division; The BOP Relocation Services Section submits a pre-payment audit plan signed by the Chief, Financial Officer. (b). Comply with the Prompt Payment Act The BOP Relocation Services Section will utilize DOJs Unified Financial Management System (UFMS). The system is compliant with applicable
submission to GSA Transportation Audits Division; The BOP Relocation Services Section submits a pre-payment audit plan signed by the Chief, Financial Officer. (b). Comply with the Prompt Payment Act The BOP Relocation Services Section will utilize DOJs Unified Financial Management System (UFMS). The system is compliant with applicable financial management reporting requirements including the Prompt Payment Act. (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; The BOP Relocation Services Section participates in the GSA CHAMP program to transport and temporarily store HHGs. TSPs participating
submission to GSA Transportation Audits Division; The BOP Relocation Services Section submits a pre-payment audit plan signed by the Chief, Financial Officer. (b). Comply with the Prompt Payment Act The BOP Relocation Services Section will utilize DOJs Unified Financial Management System (UFMS). The system is compliant with applicable financial management reporting requirements including the Prompt Payment Act. (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated;
submission to GSA Transportation Audits Division; The BOP Relocation Services Section submits a pre-payment audit plan signed by the Chief, Financial Officer. (b). Comply with the Prompt Payment Act The BOP Relocation Services Section will utilize DOJs Unified Financial Management System (UFMS). The system is compliant with applicable financial management reporting requirements including the Prompt Payment Act. (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; The BOP Relocation Services Section participates in the GSA CHAMP program to transport and temporarily store HHGs. TSPs participating
submission to GSA Transportation Audits Division; The BOP Relocation Services Section submits a pre-payment audit plan signed by the Chief, Financial Officer. (b). Comply with the Prompt Payment Act The BOP Relocation Services Section will utilize DOJs Unified Financial Management System (UFMS). The system is compliant with applicable financial management reporting requirements including the Prompt Payment Act. (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; The BOP Relocation Services Section participates in the GSA CHAMP program to transport and temporarily store HHGs. TSPs participating in CHAMP file rates semi-annually. GSA maintains the rates in TMSS. BOP and TSP can access TMSS. BOP maintains printout for each shipment.
submission to GSA Transportation Audits Division; The BOP Relocation Services Section submits a pre-payment audit plan signed by the Chief, Financial Officer. (b). Comply with the Prompt Payment Act The BOP Relocation Services Section will utilize DOJs Unified Financial Management System (UFMS). The system is compliant with applicable financial management reporting requirements including the Prompt Payment Act. (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; The BOP Relocation Services Section participates in the GSA CHAMP program to transport and temporarily store HHGs. TSPs participating in CHAMP file rates semi-annually. GSA maintains the rates in TMSS. BOP and TSP can access TMSS. BOP maintains printout for each shipment.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; The BOP Relocation Services Section HHG billings are all subject to pre-payment audits.
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
The BOP Relocation Services Section requires all HHG invoices be processed by our pre-payment auditor.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
The BOP Relocation Services Section does not have any cost reimbursable contracts and the rate tenders used are those maintained
in TMSS by GSA as part of the CHAMP program.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years;
The BOP Relocation Services Section utilizes the DOJ UFMS (acctg system) which allows offsets for debts due from a TSP.
(j). Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of any adjustment within 7 calendar days of receipt of the bill; The BOP Relocation Services Section receives pre-payment audited HHG invoices from the contractor weekly. Staff review the HHG billings and any billing with an identified error is returned for correction to the TSP. The TSP sends all HHG billings to the pre-payment auditor.
(k). Implement an appellate process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed. Please describe:
The BOP Relocation Services Section maintains a strong business relationship with TSPs. TSP relocation coordinators or superiors may contact the Supvy Traffic Mgmt Spec or Chief, Relocation Services Section to discuss any HHG billing discrepancies or requirements.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The BOP Relocation Services Section sends a letter detailing the discrepancy or error when returning the HHG billing. The letter provides
contact information to dispute the error. The letter instructs the TSP to submit corrected billing through the pre-payment auditor.
(m). Implement a unique agency numbering system to handle commercial paper and practices.
The BOP Relocation Services Section utilizes 3 numbers to identify HHG shipments. The PCS travel authorization number.
The VGBL number. The ALC associated with all BOP HHG shipments is 15 10 0465.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on: monthly
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 8/24/2021

		
	For GSA use only	
Approved	Not Approved (see comments below)	
nents (GSA sch	edule and/or third party contract effective dates, etc):	



PREPAYMENTAUDITPROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest-level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

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A. Department: DEPARTMENT OF JUSTICE (DOJ)

(Example: Department of Homeland Security)

B. Agency : Drug Enforcement Administration

(Example: FEMA, TSA, FLETC)

C. Address: 600 Army Navy Drive Arlington, VA 22202

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

1511001 Department of Justice DEA Ex-70004001 Department of Homeland Security FEMA	<u>ALC</u>	<u>Department</u>	Agency/Bureau	
Ex-70004001 Department of Homeland Security FEMA	1511001	Department of Justice	DEA	
	Ex-70004001	Department of Homeland Security	FEMA	

POC Name: (b) (6), (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C)

(The POC should be a person that GSA can contact to clarify or obtain additional information.)

PART II:

 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) Fiscal Year 50 20.00

2.	Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits.	lf
	you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort	
	Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.	
	Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc)	
	Internal Audit Program (address elements listed in PART III)	

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) CT Logistics
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) CT Logistics
	Motor/Freight ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) CT Logistics Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov . If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third-PartyPayment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system. Will send paid invoices via (check all that apply): TAMS Email
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
The Deputy Assistant Administrator that oversees the program reviews and signs
(b). Comply with the Prompt Payment Act Per the SOW, the pre-payment audit company has 5 business days to audit and submit to DEA
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; GBL is contained in invoice package with this information
(d). Verify all transportation bills against filed rates and charges before payment; DEA performs internal review for validation
(e). Forward all transportation documentation monthly to the GSA Audit Division; Office of Finance submits invoices monthly after certification

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; All invoices for HHG, UAB, POV, and SIT are submitted for pre-payment audit
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; DEA has not instituted a minimum dollar threshold
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; FATF Unit Chief coordinates with GSA and TSP in these instances
(j). Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; If additional findings are identified, an email is sent to TSP when applicable, if no response/resolve, invoice is returned within 72 hrs.
(k). Implement an appellate process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed. Please describe:
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
(m). Implement a unique agency numbering system to handle commercial paper and practices.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on: August 31, 2022 Prepared by (Type or Print) (b) (6), (b) (7)(C) Date September 24,2021

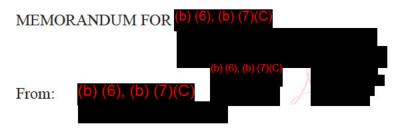
Title

Signature (Highest agency level budget or financial officer)

Type or Print (Highest agency level budget or financial office)

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August 25, 2021



Subject: NIST Attestation for FY20 Prepayment Audit Program

Attached to this memorandum is NIST's Prepayment Audit Program for FY20. As requested by the Department, we have reviewed the details of our program to ensure compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight transportation cost.

I attest to the completeness and accuracy of the attached Prepayment Audit plan as presented. Furthermore, all supporting documents are filed in a central location and will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Thank you.

Attachment: FY20 NIST Prepayment Audit Program Form



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: DEPARTMENT OF COMMERCE

(Example: Department of Homeland Security)

B. Agency: National Institute of Standards and Technology (NIST)

(Example: FEMA, TSA, FLETC)

- C. Address 100 Bureau Drive, Gaithersburg MD 20899
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department/Agency</u>	<u>AGENCY/BUREAU</u>
Ex -70004001	Department of Homeland Security	FEMA
13060001/57 13060001/51 13060001	DOC/National Institute of Standards and DOC/Office of the Secretary (OS) DOC/NIST Customer Bureaus (ITA, BEA	3 7 ()

POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Email: (b) (6), (b) (7)(C)	Phone: (b) (6), (b) (7)(C)
(The POC should be a person that G	SA can contact to clarify o	r obtain additional information.)	

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$321,079.96 (FY20)
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Syncada, etc...) Internal Audit
 Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 ✓ Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name) ☐ GMG Management Consulting, Inc.
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS □ Internal Audit Program □ Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) GMG Management Consulting, Inc.
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean Note - Codified at 46 USC 55305 Cargo Preference Act of 1954 TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report in TAMS.gsa.gov , subject: PPA Monthly Report fieldst must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC
5. All agencies are required to submit Monthly, by the 15th, electronically via TAMS.gsa.gov or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): mail CD TAMS
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
NIST will secure the necessary signature as per CFR 102-118
(b). Comply with the Prompt Payment Act All payments are processed IAW the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains a bill of lading with rate tender information
(d). Verify all transportation bills against filed rates and charges before payment; We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division; The prepayment report is submitted monthly via TAMS

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable to NIST (Note: SmartPay data received automatically by GSA)
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; 100% of invoices are audited
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. Audit provider identifies any cost reimbursable contract item over \$100 which will be submitted to GSA for audit
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Our agency complies with applicable directives from the GSA Audits Division
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of a adjustment within 7 calendar days of receipt of the bill; This is part of our Prompt Payment Act procedures
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
Any amounts in question are resolved prior to payments
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The vendor is notified of any rejection along with the reason(s) for rejection
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our systems are setup to prevent duplication of numbers
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on _
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 8/23/2021

	Du	e
dditional Information:		
NIST utilizes Purchase Card to pay for GMG Management Consulting Inc audit serv	vices via monthly invoicing	
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For GSA use only		
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Approved Not Approved (see comments below)		
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The National Institute of Standards and Technology (NIST)

Transportation Government Bill of Lading (GBL) Prepayment Audit Plan September 7, 2021

For its prepayment audit program, NIST enlists the services of GMG Management Consulting, Inc., under the approved GSA Schedule for prepayment audit activity. The current GSA contract with this third-party auditor goes through April 26, 2025. Due to the amount being invoiced, NIST opts to pay for this service using the GSA SmartPay purchase card within the Financial Operations Division. NIST's objective with this plan is to comply with Public Law 105-264, which requires all transportation billings be audited prior to payment.

Upon receipt of the GBL from the Transportation Service Provider (TSP), NIST will review the details of the document to ensure it is valid and properly assigned to NIST and subsequently log the document in a receipt log for tracking purposes. NIST prepares a memo for GMG to submit the GBL for prepayment audit. The memo will generally include all GBLs submitted at one time for audit. Once submitted to GMG, the database will be updated to reflect the status of submission. An obligation against the appropriate ACCS will also be established or updated if one does not exist already. GMG typically returns audited GBL invoices within 10 business days, though NIST will coordinate for specific turnaround times when needed (i.e. prior to year-end closeout). With their response, GMG will generate a memo that lists the audited invoices and an audit checklist to indicate the audit result: Accepted or Denied. If the invoice is Accepted and passes audit, the invoice will be approved, and payment will be submitted to the TSP. If the document is Denied and fails audit, GMG will provide the reason for failure and prepare a Statement of Difference and submit it to the TSP with a copy to NIST. NIST will put the invoice in PENDING status until the issue is resolved by the TSP and the invoice passes the GMG audit.

NIST will submit prepayment audit summary to GSA using GSA's Transportation Audits Management System (TAMS) for the complete month by the 15th of the following month. NIST will likewise upload all GBLs into TAMS for GSA to perform postpayment audit on them, in accordance with GSA policy on transportation audits.

Attachment(s):

GMG Management Consulting Inc GSA Schedule information GMG List of Services
NIST GSA prepayment audit plan form

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage*!TM, a menu-driven database system. The INTERNET address for GSA *Advantage*!TM is: http://www.GSAAdvantage.gov.

Schedule for – Multiple Award Schedule Federal Supply Group: Professional Services Price List Current as of Modification#PS-A812 Effective February 11, 2020 Contract Number: GS-00F-117CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contract Period: - April 27, 2020- April 26, 2025

Contractor: GMG Management Consulting Inc.

6030 Marshalee Dr Ste 405 Elkridge, MD 21075 5987

Business Size: Small Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (410) 461-6539

Extension:

FAX Number: (301) 560-8000
Web Site: www.gmg-mgt.com
E-mail: ggriffith@gmg-mgt.com

Contract Administration: Georgia Griffith

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description			
541211	Offices of Certified Public Accountants			
541219	Other Accounting Services			
541611	Administrative Management and General Management Consulting			
611430	Professional and Management Development Training			
541214	Payroll Services			
541990RISK	All Other Professional, Scientific and Technical Services			
OLM	Order-level Materials			

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. SEE BELOW

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

- Discount from list prices or statement of net price: Government net prices (discounts already deducted).
 See Attachment.
- 7. Quantity discounts: None Offered
- **8. Prompt payment terms:** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions, Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: We will accept
- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

- 12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. Payment address(es): Same as company address
- 15. Warranty provision.: Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable): N/A
- Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
- 21. List of service and distribution points (if applicable): N/A
- 22. List of participating dealers (if applicable): N/A
- 23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number: 141709696
- 26. Notification regarding registration in SAM Registration database: Registered
- 27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	4/27/2020 to 4/26/2021 Year 6	4/27/2021 to 4/26/2022 Year 7	4/27/2022 to 4/26/2023 Year 8	4/27/2023 to 4/26/2024 Year 9	4/27/2024 to 4/26/2025 Year 10
1	541211, 541219, 611430,	Administrative Support	Both	\$40.54	\$41.35	\$42.18	\$43.02	\$43.88

Item	SIN	Awarded Labor Category	Site	4/27/2020 to	4/27/2021 to	4/27/2022 to	4/27/2023 to	4/27/2024 to
				4/26/2021 Year 6	4/26/2022 Year 7	4/26/2023 Year 8	4/26/2024 Year 9	4/26/2025 Year 10
2	541990RISK	Administrative Support	Both	\$40.85	\$41.67	\$42.50	\$43.35	\$44.22
3	541214	Auditing Records, per chart	Both	\$14.45	\$14.74	\$15.03	\$15.33	\$15.64
4	541211, 541219, 611430, 541611,	Auditor	Both	\$67.15	\$68.49	\$69.86	\$71.26	\$73.24
5	541990RISK	Auditor	Both	\$67.66	\$69.01	\$70.39	\$71.80	\$73.24
6	541211, 541219, 541611, 611430,	Financial Analyst	Both	\$69.63	\$71.02	\$72.44	\$73.89	\$75.37
7	541990RISK	Financial Analyst	Both	\$70.16	\$71.56	\$72.99	\$74.45	\$75.94
8	541214,	Inpatient Medical Records Coder	Both	\$60.21	\$61.41	\$62.64	\$63.90	\$65.17
9	541214,	Inpatient Records Coding, per chart	Both	\$19.58	\$19.97	\$20.37	\$20.78	\$21.19
10	541211, 541219, 541611, 611430,	Junior Accountant	Both	\$57.62	\$58.77	\$59.95	\$61.15	\$62.37
11	541990RISK	Junior Accountant	Both	\$58.04	\$59.20	\$60.38	\$61.59	\$62.82
12	541214	Medical Records Trainer/Auditor	Both	\$78.27	\$79.84	\$81.43	\$83.06	\$84.72
13	541214	Outpatient Medical Records Coder	Both	\$60.21	\$61.41	\$62.64	\$63.90	\$65.17
14	541214	Outpatient Records Coding, per chart	Both	\$9.15	\$9.33	\$9.52	\$9.71	\$9.90
15	541211, 541219, 541611, 611430,	Project Manager	Both	\$102.90	\$104.96	\$107.06	\$109.20	\$111.38
16	541990RISK	Project Manager	Both	\$103.67	\$105.74	\$107.86	\$110.02	\$112.22
17	541214,	Quality Control Specialists	Both	\$84.29	\$85.98	\$87.70	\$89.45	\$91.24
18	541211, 541219, 541611, 611430,	Senior Accountant/Supervisor	Both	\$81.30	\$82.93	\$84.58	\$86.28	\$88.00
19	541990RISK	Senior Accountant/Supervisor	Both	\$81.92	\$83.56	\$85.23	\$86.93	\$88.67
20	541211, 541219, 541611, 611430,	Senior Auditor/Supervisor	Both	\$82.31	\$83.96	\$85.64	\$87.35	\$89.10
21	541990RISK	Senior Auditor/Supervisor	Both	\$82.93	\$84.59	\$86.28	\$88.01	\$89.77
22	541211, 541219, 541611, 611430,	Staff Accountant	Both	\$65.32	\$66.63	\$67.96	\$69.32	\$70.70

				4/27/2020	4/27/2021	4/27/2022	4/27/2023	4/27/2024
	La contra de la contra del la contra del la contra del la contra de la contra del la contra de la contra de la contra del la contra de			to	to	to	to	to
Item	SIN	Awarded Labor Category	Site	4/26/2021	4/26/2022	4/26/2023	4/26/2024	4/26/2025
					Year 7		Year 9	Year 10
22	CALOOODICE	C. C.A	D 1	Year 6	The state of the s	Year 8	10 Table 10	
23	541990RISK	Staff Accountant	Both	\$65.83	\$67.15	\$68.49	\$69.86	\$71.26
24	541211, 541219,	Consultant III	Both	\$117.79	\$120.15	\$122.55	\$125.00	\$127.50
	541611,							
	611430,							
	61							
25	541990RISK	Consultant III	Both	\$118.68	\$121.05	\$123.47	\$125.94	\$128.46
26	541211,	Senior Executive Program	Both	\$230.90	\$235.52	\$240.23	\$245.03	\$249.93
	541219, 541611,	Manager						
	611430,							
	(5)(5)(5)(5)(5)(6)(6)							
27	541990RISK	Senior Executive Program	Both	\$232.64	\$237.29	\$242.04	\$246.88	\$251.82
	87	Manager	00		56	92		252
28	541211,	Senior Project Lead	Both	\$153.32	\$156.39	\$159.51	\$162.70	\$165.96
	541219, 541611,	6400						
	611430,							
29	541990RISK	Senior Project Lead	Both	\$154.48	\$157.57	\$160.72	\$163.94	\$167.21
30	541211,	Subject Matter Expert	Both	\$171.55	\$174.98	\$178.48	\$182.05	\$185.69
	541219,			122	66	**	66	**
	541611,							
	611430,							
31	541990RISK	Subject Matter Expert	Both	\$172.85	\$176.31	\$179.83	\$183.43	\$187.10
32	541211,	Technical Specialists	Both	\$102.24	\$104.28	\$106.37	\$108.50	\$110.67
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	541611,							
	611430,							
33	541990RISK	Technical Specialists	Both	\$103.02	\$105.08	\$107.18	\$109.33	\$111.51
34	874-1, 874-7	Principal	Both	\$200.24	\$204.24	\$208.33	\$212.50	\$216.75
35	874-1, 874-7	Senior Executive Management	Both	\$184.69	\$188.38	\$192.15	\$195.99	\$199.91
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36	541611,	Executive Management Consultant	Both	\$180.48	\$184.09	\$187.77	\$191.53	\$195.36
37	541611,	Subject Matter Expert	Both	\$177.60	\$181.15	\$184.78	\$188.47	\$192.24
38	541611,	Program Manager 3	Both	\$172.42	\$175.87	\$179.39	\$182.97	\$186.63
39 40	541611, 541611,	Program Manager 2 Program Manager 1	Both Both	\$166.86 \$161.31	\$170.20 \$164.54	\$173.60 \$167.93	\$177.07 \$171.18	\$180.61 \$174.61
41	541611,	Consultant 3	Both	\$101.31	\$104.34	\$167.83 \$128.92	\$171.18	\$174.61
42	541611,	Consultant 3 Consultant 2	Both	\$123.91 \$108.58	\$120.39 \$110.75	\$128.92	\$131.49 \$115.23	\$134.12 \$117.53
43	541611,	Consultant 2	Both	\$100.12	\$102.12	\$104.16	\$106.25	\$108.37
44	541611,	Analyst 3	Both	\$88.43	\$90.20	\$92.00	\$93.84	\$95.72
45	541611,	Analyst 2	Both	\$86.16	\$87.88	\$89.64	\$91.43	\$93.26
46	541611,	Analyst 1	Both	\$80.26	\$81.87	\$83.50	\$85.17	\$86.88
47	541611,	Administrative 2	Both	\$51.05	\$52.07	\$53.11	\$54.17	\$55.26
48	541611,	Administrative 1	Both	\$35.90	\$36.62	\$37.35	\$38.10	\$38.86

		4/27/2020	4/27/2021	4/27/2022	4/27/2023	4/27/2024
SIN	Category	to 4/26/2021	to 4/26/2022	to 4/26/2023		to 4/26/2025
		Year 6	Year 7	Year 8	Year 9	Year 10
541211	First Pre and Post Audit Motor Freight	10%	10%	10%	10%	10%
541211	First Pre and Post Audit Air Freight	10%	10%	10%	10%	10%
541211	First Pre and Post Audit Household Goods (Domestic)	10%	10%	10%	10%	10%
541211	First Pre and Post Audit Household Goods (Foreign)	15%	15%	15%	15%	15%
541211	First Pre and Post Audit Passenger Freight	15%	15%	15%	15%	15%
541211	First Pre and Post Audit Pipeline	15%	15%	15%	15%	15%
541211	First Pre and Post Audit Rail	10%	10%	10%	10%	10%
541211	First Pre and Post Audit Water	10%	10%	10%	10%	10%
541211	Reports	\$5.04	\$5.04	\$5.04	\$5.04	\$5.04
541211	First Pre and Post Audit Motor Freight	\$2.36	\$2.36	\$2.36	\$2.36	\$2.36
541211	First Pre and Post Audit Air Freight	\$2.58	\$2.58	\$2.58	\$2.58	\$2.58
541211	First Pre and Post Audit Household Goods (Domestic)	\$2.97	\$2.97	\$2.97	\$2.97	\$2.97
541211	First Pre and Post Audit Household Goods (Foreign)	\$3.23	\$3.23	\$3.23	\$3.23	\$3.23
541211	First Pre and Post Audit Passenger Freight	\$3.78	\$3.78	\$3.78	\$3.78	\$3.78
541211	First Pre and Post Audit Pipeline	\$4.41	\$4.41	\$4.41	\$4.41	\$4.41
541211	First Pre and Post Audit Rail	\$2.97	\$2.97	\$2.97	\$2.97	\$2.97
541211	First Pre and Post Audit Water	\$3.23	\$3.23	\$3.23	\$3.23	\$3.23
541211	Reports	\$5.04	\$5.04	\$5.04	\$5.04	\$5.04
541211	Second Pre and Post Audit Motor Freight	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Air Freight	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Household Goods (Domestic)	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Household Goods (Foreign)	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Passenger Freight	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Pipeline	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Rail	25%	25%	25%	25%	25%
541211	Second Pre and Post Audit Water	25%	25%	25%	25%	25%
541211	Reports	\$5.04	\$5.04	\$5.04	\$5.04	\$5.04
541211	Second Pre and Post Audit Motor Freight	\$2.36	\$2.36	\$2.36	\$2.36	\$2.36
541211	Second Pre and Post Audit Air Freight	\$2.58	\$2.58	\$2.58	\$2.58	\$2.58
541211	Second Pre and Post Audit Household Goods (Domestic)	\$2.97	\$2.97	\$2.97	\$2.97	\$2.97
541211	Second Pre and Post Audit Household Goods (Foreign)	\$3.23	\$3.23	\$3.23	\$3.23	\$3.23
541211	Second Pre and Post Audit Passenger Freight	\$3.78	\$3.78	\$3.78	\$3.78	\$3.78
	Second Pre and Post Audit Pipeline	\$4.41	\$4.41	\$4.41	\$4.41	\$4.41
541211	Second Pre and Post Audit Rail	\$2.97	\$2.97	\$2.97	\$2.97	\$2.97
541211	Second Pre and Post Audit Water	\$3.23	\$3.23	\$3.23	\$3.23	\$3.23
541211	Reports	\$5.04	\$5.04	\$5.04	\$5.04	\$5.04

Service Contract Labor Standards (SCLS): The Service Contract Labor Standards (SCLC) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLC due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLC eligible labor categories. If and / or when the contractor adds SCLC labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLC matrix identifying the GSA labor category titles, the occupational code, SCLC labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor	Description
Category	
Principal	Functional responsibilities: Provides expert technical and strategic leadership, has final authority in the conduct of all engagements and full responsibility for all work performed. Minimum years of experience/Minimum educational/degree requirements:
	MS/MA and over 15 years of experience.
Senior Executive Management Consultant	Functional responsibilities: Provides technical and managerial guidance and direction for problem definition, analysis and implementation of complex projects and programs. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
	Minimum years of experience/Minimum educational/degree requirements: MS/MA and over 10 years of experience
Executive Management Consultant	Functional responsibilities: Directs the performance of work and provides technical expertise to a variety of related projects which may be organized by technology, program or client. Oversees the technology development, application and resource allocation within program client base. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
	Minimum years of experience/Minimum educational/degree requirements: MS/MA and over 8 years of experience
Subject Matter Export	Functional responsibilities:
Matter Expert	Individual who provides specialized expertise in specific field. Develops articulates complete business process solution and functions as a senior contributor. Applies a set of disciplines for planning, analysis and design of a business process withing any environment. Can function as a Trainer or Facilitator in any discipline conducting financial management, accounting, grants management information technology or medical training classes.
	Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 8 years of experience.

Program **Functional responsibilities:** Manager 3 Individual is responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Takes project from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 5 years of experience **Functional responsibilities: Program** Manager 2 Individual is responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Interfaces with all areas affected by the project including end users, computer services, and client services. Able to assist in, support, or provide acquisition and contract management efforts. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 4 years of experience **Program Functional responsibilities:** Individual is responsible for all aspects of the development and Manager 1 implementation of assigned project and provides a single point of contact for the project. Interfaces with all areas affected by the project including end users, computer services, and client services. Able to assist in, support, or provide acquisition and contract management efforts. Defines project scope and objectives. Develops detailed work

plans, schedules, project estimates, resource plans, and status reports.

	Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of challenges that will achieve project target results. Can function as a Trainer or Facilitator in any discipline conducting financial management, accounting or grants management information technology, human resources, legal or medical training classes. Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 3 years of experience
Consultant 3	Functional responsibilities:
	Plans and designs projects tasks. Develops or directs the development of findings, draws conclusions, and develops recommendations. Ensures that projects are completed in a timely manner within budget. Can function as a Trainer or Facilitator in any discipline conducting financial management, accounting, grants management information technology, human resources, legal or medical training classes.
	Minimum years of experience/Minimum educational/degree
	requirements: BS/BA or equivalent and 4 years of experience
Consultant 2	Functional responsibilities: Develops detailed project and test plans and procedures Interfaces with the client on a day –to- day basis. Assists in defining and executing technical tasks performs analysis and devises feasible solutions, supports the completion of project specific tasks within timeframes and budget. Can function as a Trainer or Facilitator in any discipline conducting financial management, accounting or grants management information technology, human resources, legal or medical training classes.
	Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 3 years of experience
Consultant 1	Functional responsibilities: Interfaces with the client on a day –to- day basis. Assists in defining and executing technical analysis and devising feasible solutions, supports the completion of project specific tasks within timeframes and budget constraints.
	Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 2 years of experience

Analyst 3	Functional responsibilities: Provides technical and execution project support of a broad nature and guides and advises less experienced analysts. Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 3 years of experience
Analyst 2	Functional responsibilities: Performs project execution tasks, assists with project documentation, project schedules and planning. Guides and advises less-experienced analysts.

	Minimum years of experience/Minimum educational/degree	
	requirements: BS/BA or equivalent and 2 years of experience	
	BS/B/1 of equivalent and 2 years of experience	
Analyst 1	Functional responsibilities: Has the ability to operate effectively in a demanding team environment. Possess excellent communication skills, strong interpersonal skills flexibility and a high degree of demonstrated professionalism. Conducts research and analysis of data to determine relevant issues.	
	Minimum years of experience/Minimum educational/degree	
	requirements: BS/BA or equivalent and 1 year of experience	
Administrative	Functional responsibilities:	
Support Specialist 2	Administrative specialist support subject matter experts, consultants and other client specialists in the coordination and completion of any MOBIS effort.	
	Minimum years of experience/Minimum educational/degree requirements:	
	High school diploma or equivalent and 3 or more years of general experience and must have demonstrated MS Office Suite experience.	
Administrative	Functional responsibilities:	
Support Specialist 1	Administrative specialist support subject matter experts, consultants and other client specialists in the coordination and completion of any MOBIS effort.	
	Minimum years of experience/Minimum educational/degree requirements	
	High school diploma or equivalent and 1-2 years general administrative experience and must have demonstrated MS Office Suite experience.	
Auditor	Functional responsibilities: Prepares the individual work plan tasks under the direct supervision of the Senior Auditor, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings. Analyzes financial	

information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Determines proper accounting classification of financial transactions. Monitors compliance with generally accepted accounting principles and agency procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Make recommendations regarding the accounting reserves, assets, and expenditures.

Conducts studies and submits recommendations for improving the organization operation. Provides audit training.

Minimum years of experience /Minimum educational/degree requirements: Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.

Financial Analyst

Functional responsibilities:

Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies. and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.

Minimum years of experience /Minimum educational/degree requirements:

Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline and 2 or more years of applicable financial or business consulting experience.

Junior Accountant

Functional responsibilities:

Performs accounting and account reconciliation tasks. These areas could encompass virtually any part of the entity's general ledger/accounting system. Additionally, accountants are trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.

Minimum years of experience /Minimum educational/degree requirements:

Associates Degree in accounting or applicable accounting and financial experience and training and 2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.

Project Manager

Functional responsibilities:

Performs the day-to-day management of the overall contract support operations. Consults with Contracting Officer's Representative (COR) and other government project office personnel to minimize costs and maximize efficiency in achieving requirements stated in the contract. Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and ordering procedures. Provides guidance to project team and management in directing the development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or the customer team. May be responsible for preparing incoming management for transition from implementation to business operating stage. Capability to manage multitask projects of high complexity.

Minimum years of experience /Minimum educational/degree requirements:

Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline and 5 years of applicable financial or business consulting experience, including substantial experience in project management.

Senior Accountant

Functional responsibilities:

Establish, interprets, and analyzes complex accounting financial statement records. These may include general accounting, costing, or budget data. Examines, analyzes, and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles.

Minimum years of experience /Minimum educational/degree requirements:

Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline. Holds a four-year degree in accounting with sufficient credits to meet Certified Public Accountant licensing qualifications, CPA optional. A total of 4 years' experience in accounting/auditing; Possess a thorough knowledge of Federal financial and accounting policies, standards, and systems requirements.

Staff Accountant

Functional responsibilities:

Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.

Minimum years of experience /Minimum educational/degree requirements:

Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications and a minimum of 4 years of related work experience. Must have working knowledge of Federal Financial Regulations.

Senior Auditor / Supervisor

Functional responsibilities:

The Senior Auditor/Supervisor must be meticulous and analytical, with deep knowledge of auditing practices. Plan and oversee the auditing process, allocate responsibilities to junior and staff auditors, Review team members' work for accuracy and compliance, Perform effective risk and control assessments, Complete audits on time and submit reports to auditing manager, Present audit findings and find ways to increase compliance and efficiency, Develop and coordinate audit programs, performs internal and external audits, summarizes results and prepares reports. Conducts or participates in the conduct of program, financial, information technology or contract audits, as well as evaluations. Provides technical review of work in progress and provide advice and direction where necessary. Monitors and reports on the status and progress of work and reviews completed to ensure that instructions and work priorities are accomplished, and work is in compliance with applicable government and professional audit standards. Prepares audit and evaluation reports and reviews reports submitted by staff, giving attention to summary of findings and recommendations. Ensures that recommendations are constructive and conform to sound accounting, auditing and management practices, and are clear, explicit and properly substantiated.

Minimum years of experience /Minimum educational/degree requirements:

Bachelor's Degree in accounting, business, management, computer science, or related discipline with sufficient credits to meet the Certified Public Accountant licensing qualifications. 5 years of related work experience. Proven experience as an auditor, In-depth understanding of auditing and control practices, Updated knowledge of applicable laws and regulations, Proficient in MS Office (especially Excel) and accounting software, Strong mathematical and analytical skills.

Senior Executive Program Manger

Functional responsibilities:

Manages the program and ensures that all tasks are completed on-time and within budget. Responsible for maintaining relationship with customer to ensure customer satisfaction. Responsible for quality control, supervision of teams at multiple locations and resolution of significant issues. Also responsible for the overall contract management and providing the technical and managerial skills to ensure that all products and deliverables meet the client's requirement. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support engagement.

Minimum years of experience /Minimum educational/degree requirements:

Bachelor's Degree in accounting, business, management, computer science, or related discipline and 6 years of significant project management or strategic planning, cost estimating, risk management, and operations research.

	Experience should include managing large and complex operations with multi- functional teams. Specialized experience in project development, expertise in management and control of funds and resources and demonstrated capability in managing multiple engagements.
Senior Project Lead	Functional responsibilities: Develops detailed project and test plans, goals, milestones and procedures, interfaces with the client on a day to day basis. Assists in defining and executing technical tasks, performs analysis and devises feasible solutions, supports the completion of project specific tasks within timeframes and budget. Has management and technical oversight responsibility for interpreting, organizing, executing and coordinating all aspects within broad objectives and limits. Assigned as leader, decision maker, and single point-of-contact on a moderately complex task.
	Minimum years of experience /Minimum educational/degree requirements: Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline. 8 years of applicable experience including 4 years of progressive increasing responsibility.
Technical Specialists	Functional responsibilities: Interfaces with the client on a day –to- day basis Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks. Provides guidance on the accurate recording of complex transactions, applying appropriate techniques according to regulations. Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government standards, internal controls, and multi-tiered system application standards.
	Minimum years of experience /Minimum educational/degree requirements: Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline. 5 years of experience.
Outpatient Medical Records Coder	Functional responsibilities: Responsible for retrieving medical records documentation from a location designated by the Government or as specified in a site-specific task order. Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for outpatient visits and ambulatory procedure visits.
	Minimum years of experience /Minimum educational/degree requirements:

High school diploma or GED certificate. Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P (Certified Coder Specialist – Physician (CCS-P) are acceptable for outpatient medical. 3 years of experience is required. Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (outpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines. coders as long as candidate has a minimum of three years' experience in the outpatient setting (physician's office or ambulatory care centers).

Inpatient Medical Records Coder

Functional responsibilities:

Responsible for retrieving inpatient charts from a designated location. Assemble record and ensure that all information is contained in the record and assembled correctly. Analyze the record to determine the appropriate documents needed for accurate coding. Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for inpatient visits.

Minimum years of experience /Minimum educational/degree requirements:

High school diploma or GED certificate. Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P.

3 years of experience is required. Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (inpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines.

Medical Records Trainer/Auditor

Functional responsibilities:

Responsible for conducting coding compliance audits and inpatient and outpatient coding reviews. Ensure accurate and complete documentation through compliance and encounter audits and clinician feedback. Provide documentation feedback to clinicians from E&M, CPT and ICD9 audits conducted by EIO auditors using all state/federal and 3rd party payer regulatory standards for both inpatient and outpatient activity. Utilize auditing tools, conduct concurrent and retrospective audits of documentation supporting E/M, CPT and ICD9 codes assigned by government or clinical staff. Research correct coding practices in relationship to applicable rules, regulations and coding conventions for billing to determine compliance with Federal, State and Local regulations. Work with Medical Center auditing teams to ensure compliance with Federal, State and MRS requirements that applies to HIPAA. Work with Coders to address operational processes that hinder encounter data capture. Collaborate in the

development and execution of local audit and training plans.

Minimum years of experience /Minimum educational/degree requirements:

High school diploma or GED. Certification in one of the following: Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Professional Coder (CPC) CCS-P, with five years of applied experience BS (Business Administration, Health Care, Public Health, Finance, Business Medical Records Technology) or equivalent experience. 3 years of Current Procedural Terminology (CPT), International Statistical Classification of Diseases Evaluation and Management (ICD9 & E&M) Coding Experience is required. Proficient in the use of CPT, ICD9 and HCPCS Coding Principles in an acute environment. Demonstrated experience conducting Medical Record Audits and ability to interpret and apply Federal and State regulations, coding, and billing requirements. Comprehensive knowledge of Medical Diagnostic and procedural terminology is required.

Demonstrated ability to constructively and sensitively provide feedback to providers and medical center leadership regarding federal and state coding, medical documentation and compliance guidelines, audit results and risk areas.

Quality Control Specialists

Functional responsibilities:

Responsible for implementing a program of reporting, tracking, and analyzing key software metrics; monitors quality procedures; and provides support for technical advisory and assistance services. Perform work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Responsible for analysis of problems requiring application of a broad spectrum of the knowledge. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum years of experience /Minimum educational/degree requirements:

High school diploma or GED certificate. 5 years of experience in quality control/quality assurance management. This experience shall include implementing a program of reporting, tracking, and analyzing key metrics, monitoring quality procedures, and support for technical advisory and assistance services.

First Pre and	Functional responsibilities:
Post Audit	Functional responsibilities: Performs first audit of pre and post motor freight payment vouchers charged
Motor Freight	to the organization by the third-party freight company.
Widtor Freight	to the organization by the time party freight company.
	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience in performing reconciliations and
	audits.
First Pre and	Functional responsibilities:
Post Audit Air	Performs first audit of pre and post payment vouchers for air freight vouchers
Freight	charged to the organization by the third-party freight company.
	Minimum years of experience /Minimum educational/degree
	requirements: Bachelor's degree and 2 years of experience in performing reconciliations and
	audits.
	audits.
First Pre and	Functional responsibilities:
Post Audit	Performs first audit of pre and post payment vouchers of domestic household
Household	goods and services charged to the organization by the third-party freight
Goods	company.
(Domestic)	company.
(Domestic)	
	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and
	audits.
First Pre and	Functional responsibilities:
Post Audit	Performs first audit of pre and post payment vouchers of foreign household
Household	goods and services charged to the organization by the third-party freight
Goods (Foreign)	company.
	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and audits.
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Functional responsibilities: Performs first audit of pre and post payment passenger freight charges for services charged to the organization by the third-party freight company.
Minimum years of experience /Minimum educational/degree requirements:
Bachelor's degree and 2 years of experience performing reconciliations and audits.
Functional responsibilities:
Performs first audit of pre and post payment vouchers for pipeline freight charges issued to the organization by a third-party freight shipping company.
Minimum years of experience /Minimum educational/degree requirements: Bachelor's degree and 2 years of experience performing reconciliations and audits.
Functional responsibilities: Performs first audit of pre and post payment vouchers for rail freight charges issued to the organization by a designated third-party freight shipping company
Minimum years of experience /Minimum educational/degree requirements:
Bachelor's degree and 2 years of experience performing reconciliations and audits.
Functional responsibilities:
Performs first audit of pre and post payment vouchers for water freight
charges issued to the organization by a designated third-party freight shipping company.
Minimum years of experience /Minimum educational/degree requirements: Bachelor's degree and 2 years of experience performing reconciliations and audits.

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Second Pre and	Functional responsibilities:
Post Audit	Second pre and post payment audits are performed to identify costs and
Motor Freight	charges that the first audit company missed. Performs second audit of pre and
	post motor freight payment vouchers charged to the organization by the third-
	party freight company.
	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and
	audits.
Second Pre and	Functional responsibilities:
Post Audit Air	Second pre and post payment audits are performed to identify costs and
Freight	charges that the first audit company missed. Performs second audit of pre and
	post payment vouchers for air freight vouchers charged to the organization by
	the third-party freight company.
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	Minimum years of experience /Minimum educational/degree requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and
	audits.
Second Pre and	Functional responsibilities:
Post Audit	Second pre and post payment audits are performed to identify costs and
Household	charges that the first audit company missed. Performs second audit of pre and
Goods	post payment vouchers of domestic household goods and services charged to
(Domestic)	the organization by the third-party freight company.
	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and audits.
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Second Pre and Post Audit	Functional responsibilities: Second pre and post payment audits are performed to identify costs and
Household	charges that the first audit company missed. Performs second audit of pre and
Goods (Foreign)	post payment vouchers of foreign household goods and services charged to
Joods (Foreign)	the organization by the third-party freight company
	<i>y</i>
	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and
	audits.

Second Pre and	Functional responsibilities:
Post Audit	Second pre and post payment audits are performed to identify costs and
Passenger	charges that the first audit company missed. Performs second audit of pre and
Freight	post payment passenger freight charges for services charged to the
Treight	organization by the third-party freight company.
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	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and
	audits.
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Post Audit	Second pre and post payment audits are performed to identify costs and
Pipeline	charges that the first audit company missed. Performs second audit of pre and
	post payment vouchers for pipeline freight charges issued to the organization by a third-party freight shipping company
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	Minimum years of experience /Minimum educational/degree
	requirements:
	Bachelor's degree and 2 years of experience performing reconciliations and
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Degrees can be substituted for the following

- Masters can be substituted for Bachelors, with an additional three (3) years' experience.
- Bachelors can be substituted for an Associate Degree with an additional two (2) years of relevant experience.
- Bachelors can be substituted for no degree, with an additional four (4) years of relevant experience.

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Welcome to GMG Management Consulting Inc,

GMG Management Consulting Inc, (GMG) is an award-winning small woman owned Professional Solutions firm that provides its clients with value-added mission Management Consulting Services and Solutions including; Accounting, Financial Management, Cash Management, Travel Management, A-123 Internal Controls, Grants Management, Debt Collection, Healthcare Administration, Information Technology, Auditing and Training with varying degrees of complexity Nation-wide and Internationally. We differentiate ourselves by offering customized business solutions on all engagements and we strongly believe in the value of building long-term partnerships with our clients.

We offer an exceptional range of diverse talents delivering quality solutions and productivity through technological leverage. Our staff is experienced and knowledgeable of Federal Regulations essential to ensuring financial stewardship and accountability. Cumulatively our experiences gained on engagements are invaluable to our clients and their satisfaction is paramount to us. Our team of dedicated subject matter experts has an average of 20 years of experience partnering with the Federal Government and Commercial clients.

Because of our dedication and best practices solutions we were nominated by the Transportation Security Administration (TSA) and received, the Department of Homeland Security (DHS) CFO Act Award for the management of our Travel and Transportation Program. This prestigious award is for Superior Mission Achievement, for program excellence, exceptional service and significant contributions to the DHS financial management community. GMG is recognized as the model for saving taxpayer dollars, improving financial management, and increasing fiscal accountability in support of DHS mission, goals, and objectives.

Our value demonstrated through Past Performance includes the following clients

- Department of Justice, (multiple contracts)
- Department of Health and Human Services, NIDA
- U.S. Agency for International Development
- Department of State
- Department of Veterans Affairs,
- Department of Homeland Security, TSA, Coast Guard
- Department of Army
- Defense Health Agency
- Department of Interior

- Department of Treasury
- Pension Benefit Guaranty Corporation
- Commodity Futures Trading Commission
- Department of Health and Human Services, PSC
- Department of Air Force
- National Institutes of Health
- Maryland National Guard
- Department of Agriculture
- Department of Navy



About Se

Services

Careers

Care

Child

Contact

Subsidy

Management Consulting

Accounting

Financial Management

We will assist you in responding to audit findings, including internal control deficiencies and material weaknesses, systems weaknesses, noncompliance with generally accepted accounting principles, and reconciliation issues.

Our staff will perform the following auditing services:

- · Performance audits
- · Economy and efficiency audits
- · A-123 Internal control reviews
- DOD Financial Improvement and Audit Readiness (FIAR)
- · Agreed upon procedures and financial statement auditing
- Transportation Audits

- · Pre and post audit support
- · Cash Management Reviews

Directives We Support include

- Chief Financial Officers Act 1990
- Debt Collection Act, 1982
- Debt Collection Improvement Act, 1996
- Federal Accounting Standards Advisory Board (FASAB)
- Office of Management and Budget Guidance and Circulars (A 123, A 127)
- Government Management and Reform (GMRA) of 1994
- Prompt Pay Act
- Government Performance and Results Act (GPRA) of 1993
- · Federal Financial Management (FFMIA)
- · Yellow Book, audit resolution

Travel Management

Information Technology

Strategic Planning

Change Management	•
Program Management	•
Training	,
Human Resources Management	•

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CONCURRENCE RECORD

Subject of Document	(Tasker) Tran	sportation Prepayr	nent Audit Progr	am - FY18, FY19, FY20	Deadline Date: ASAP
Name and Office of (-	Anderson	Telephone Numbe	er:	Date Received by CS Exec Sec:
Program Office POC GM	OFSHC		Initials:	RA	Co Excesses.
Submitted To	Check	Signature/Date	Submitted '	To Check	Signature/Date
Name: Violet McNeirney		(b) (8), (b) (7)(C)	Name: (b) (6), (b)	(7)(C) Clearance	(b) (6), (b) (7)(C
Office: (b) (6), (b) (7)(C)	Clearance	die Control	Office: (b) (6), (b) (7)		
Name: (b) (6), (b) (7)(C)	Clearance	(b) (6), (b) (7)(C)	Name: (b) (6), (b) (7)(C) Clearance	(b) (6), (b) (7)(C)
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Office: (b) (6), (b) (7)(C)			Office:		
ADDITIONAL INFORM	IATION OR SPI	ECIAL INSTRUCTION	NS:	*	

1. Attachments:

Attestation Memo (Audit Plan), Attestation Memo (GM), Prepayment Audit Document, Legacy Doc, 19-PAY-040 Order (

2. Please return the entire package to OFSHC, the originating office, when signed by the DDG/or when completed.

OAS Tracking Number:

MEMORANDUM FOR:

(b) (6), (b) (7)(C)

August 26, 2021

FROM:

SUBJECT: ITA Attestation for FY20, FY19, and FY18

Prepayment Audit Program

Attached to this memorandum is the ITA Prepayment Audit Program for FY20, FY19, and FY18. As requested by the Department, we have reviewed the details of our program to ensure compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight transportation cost.

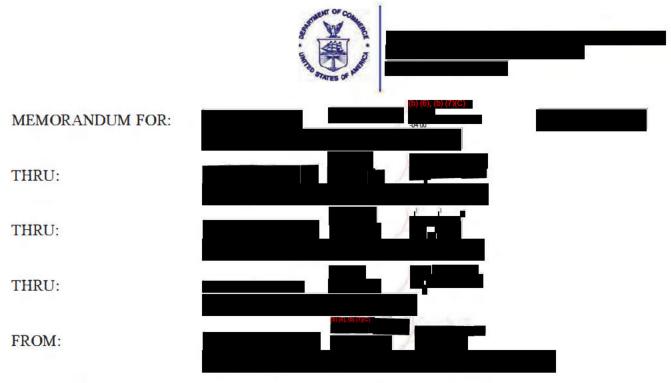
I attest to the completeness and accuracy of the attached Prepayment Audit as presented. Furthermore, all supporting documents are filed in a central location and will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Thank you.

Attachment(s):

- Attestation for FY20, FY19, and FY18 Prepayment Audit Program (package)
 - A Bureau Attestation
 - B Prepayment Audit Program Form
 - C Previously Submitted Plan
 - D Subpart D- Prepayment Audit Information CFR 102-118.270



SUBJECT:

Global Markets Attestation for FY20, FY19, and FY18

Prepayment Audit Program

Attached to this memorandum is the Global Markets Prepayment Audit Program for FY20, FY19, and FY18. As requested by the Department, we have reviewed the details of our program to ensure compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight transportation cost.

The Office of Foreign Service Human Capital's prepayment audit program is managed by the Department of State's Transportation Office via MOU. The only other related items are covered by Department of State's Defensive Equipment and Armored Vehicle (DEAV) Division through IAA.

I attest to the completeness and accuracy of the attached Prepayment Audit as presented. Furthermore, all supporting documents are filed in a central location and will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Thank you.

Attachment(s)

- DOS-ITA/GM Transportation Office MOU
- DOS DEAV-ITA/GM IAA (19-PAY-040 Order 001: CS-Lagos)



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

П		R	т	T	
Р	- 74	к			
	41				

A.	Department : DEPARTME	NT OF	COMMER	RCE
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(Example: Department of Homeland Security)

B. Agency: International Trade Administration

(Example: FEMA, TSA, FLETC)

- C. Address 1401 Constitution Avenue, N.W., Washington, DC 20230
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department/Agency</u>	AGENCY/BUREAU	
Ex-70004001	Department of Homeland Security	FEMA	
13060001/55	Department of Commerce	ITA/GM	

			+
POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Emai (b) (6), (b) (7)(C)	Phone: (b) (6), (b) (7)(C)
(The POC should be a person that G	SA can contact to clarify o	r obtain additional information)	

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$3,054,870,00
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III. Third party payment system (TPPS); (provide system name, i.e. Syncada, etc...) Internal Audit Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 ✓ Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☑ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight ✓ TPPS
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean Note - Codified at 46 USC 55305 Cargo Preference Act of 1954 TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report in TAMS.gsa.gov , subject: PPA Monthly Report fieldst must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: ✓ The agency POC ✓ An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) TAMS
5. All agencies are required to submit Monthly, by the 15th, electronically via TAMS.gsa.gov or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mail CDTAMS
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
Global Market's Deputy Director General and the Director of GM's Budget Office has approved Memorandum of Agreement (MOA)
between the Department of Commerce (DOC/ITA/GM) and the Department of State (DOS). (See "Additional Information" for auditor information). Additionally our AV purchases occur through IAA and DOS DEAV.
(b). Comply with the Prompt Payment Act DOS complies with the Prompt Payment Act.
(See "Additional Information" for auditor information)
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; DOS assures that each TSP bill contains appropriate information for the prepayment audit.
(See "Additional Information" for auditor information)
(d). Verify all transportation bills against filed rates and charges before payment;
DOS verifies all transportation bills against filed rates and charges before payment.
(See "Additional Information" for auditor information)
(e). Forward all transportation documentation monthly to the GSA Audit Division; DOS provides transportation documentation to the GSA Audit Division on behalf of DOC per MOA. (See "Additional Information" for auditor information)

When applicable, DOS has appropriate procedures established.	
(See "Additional Information" for auditor information)	
g). Allow for your agency to establish minimum dollar thresholds for transportation bi	lls subject to audit;
DOS on behalf of ITA/GM has established minimum dollar thresholds for transportation bills	subject to audit.
(See "Additional Information" for auditor information)	
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders to address and in the electronic format identified for the prepayment audit, transport United States will assume freight charges that were paid by the contractor. Bills un contractor and made available for the on-site Government audits.	tation documents which show that the
DOS maintains a statement in cost reimbursable contracts or rate tenders to be submitted for	or the prepayment audit.
(See "Additional Information" for auditor information)	
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, of within the 3 years;	debts from amounts owed to the TSP
DOS handles the offset debts from amounts owed to TSP within 3 years for DOC. (See "Additional Information" for auditor information)	
(See Additional Information for addition Information)	
(j).Implement a process to ensure complete and accurate audits of all transportation adjustment within 7 calendar days of receipt of the bill;DOS handles this process for DOC/ITA/GM.	on bills and notifications to the TSP of an
(See "Additional Information" for auditor information)	
(k). Implement an appeals process as part of the approved prepayment audit program amount billed;	m for TSP to appeal any reduction in the
DOC handles the implementation of an appeals process.	
(See "Additional Information" for auditor information)	
(I). Create accurate notices to the TSP's that describe and detail the reasons for an stated charged on the invoice.	y full or partial rejection of the
DOS has established a procedure for notifying the TSP's of rejection of stated charges on in	voices.
(See "Additional Information" for auditor information)	
(m). Implement a unique agency numbering system to handle commercial paper and DOS system implemented.	d practices.
(See "Additional Information" for auditor information)	
We have a direct contract with an audit service provider or a GSA multiple a contract, MOU, or IAA expires on MOA w/ Transportation has	awards schedule contractor and the
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date	8/23/2021

	Date
Additional Information:	
Name of Auditor: Department of State, Bureau of Administration, Logistics Management; FT00 (ALC), 19 (Bureau of Administration)	Bureau Code)
Point of Contact: Angela Lauvray, Branch Chief; Email: LauvrayAJ@state.gov; Phone: 703-875-5683 and Daniel Onks, Section 2015; Phone: 703-875-5683 and Phone: 7	ction Chief; Email: Onksdd@state.gov
For GSA use only	
Tor don asc only	
Approved (see comments below)	
Comments (GSA schedule and/or third party contract effective dates, etc	
	ř
CCA A I A ul Date	
ignature GSA Approval Authority ————————————————————————————————————	ja ja

United States Department of State



Washington, D.C. 20520

UNCLASSIFIED MEMORANDUM

DATE: 8/22/2019

TO:

FROM:

(b) (6), (b) (7)(C)

SUBJECT: Reimbursement from DOC to DS/C/PSP for Procurement of two Armored Vehicles - Lagos

Please reimburse Diplomatic Programs, State, Security Programs Reimbursements Appropriation 19___90113004R, Allotment 1069, Budget FY 2019, in the amount of \$280,448.73.

This reimbursement covers the cost for procurement of 2 Level C Land Cruisers for Lagos, Nigeria.

Attached are:

- InterAgency Agreement (IAA#) 19-PAY-040-0001 (7600B)
- InterAgency Agreement (IAA#) 19-PAY-040-0000 (7600A)

Please contact DS Reimbursements for additional information at 703-875-6483

ALC: 13060001

TAS: 1319/201250

Agency Address:

Department of Commerce (DOC) ITA/Global Markets/OAS 1401 Constitution Avenue, N.W. Washington, DC 20230

Ref. Org Code 175540

Function Code 5834

UNITED STATES GOVERNMENT INTERAGENCY AGREEMENT (IAA)

Agreement Between Federal Agencies Order Requirements and Funding Information (Order) Section



14-77 (O)					
	IMARY ORGA	ANIZATION/O	FFICE INFO	DRMATION	
24.	Reque	sting Agency		Servicing Agency	
Primary Organization / Office Name	Departr Markets	nent of Commerce	e/ITA/Global	Department of State, Diplomatic Security	Bureau of
Responsible Organization / O Address		onstitution Avenue gton, DC 20230	e, N.W.,	1801 North Lynn Stre 22209	et, Arlington, VA
	ORDER RE	QUIREMENT	S INFORMA	ATION	
Modification (Mod) - For Example: for a performa Fill out the Funding Modifi changing Funding for an O Cancellation - Provide Date for the effective cancell	nce period mod cation Summa rder Line. e a brief explan	, state the new ry by Line (Blo	performance ck 26) if the i	period for this Order mod involves adding,	in Block 27. deleting, or
26. Funding Modification Summary by Line	Line#	Line#	Line #	Lines (attach	Total
Summary by Line	Line#	Line#	Line #		Total
Summary by Line Original Line Funding Cumulative Funding Changes From Prior Mods	Line#	Line#	Line #	Lines (attach	
Summary by Line Original Line Funding Cumulative Funding Changes From Prior Mods addition (+) or reduction (-)]	Line#	Line#	Line #	Lines (attach	\$0.00
Summary by Line Original Line Funding Cumulative Funding Changes From Prior Mods addition (+) or reduction (-)] Funding Change for This Mod	Line#	Line #	Line #	Lines (attach	\$0.00 \$0.00
Summary by Line Original Line Funding Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)] Funding Change for This Mod				Lines (attach funding details)	\$0.00 \$0.00 \$0.00
26. Funding Modification Summary by Line Original Line Funding Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)] Funding Change for This Mod TOTAL Modified Obligation Total Advance Amount (-) Net Modified Amount Due				Lines (attach funding details)	\$0.00 \$0.00 \$0.00 \$0.00

Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section



IAA Number	- 1	9-PAY			Q001 Order#	-	Amendme	nt#/Mod				y's Agree er (Option					
28. Order Li	ne / F	undi	ng In	formati	ion						Line	Numb	er 1				
				uesting A		und	ing Info	mation	Servi	cing A	gency	Funding	Inform	ation	luis.	100 mg	
ALC	1306	0001		W				1900	0001								
Component	SP	ATA	AID	BPOA	EPOA	Α	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	Α	MAIN	SUB	
TAS (required			013	2019	2020		1250				019	2019	2019		0113		
by 10/1/2014)	12	1								ļ							
and/or currer	nt TAS	s forn	nat	AND THE RESERVE	19 2020	125	0		1919								
BETC			- K	DISB					COLL								
Object Class	Code	(Optio	onal)	31-05	000050	205			0000								
BPN DUNS BPN + 4 (Optional)				บบพร:	9299562	225		-	9268	91995							
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Additional Accounting 55/20/FMEA201-000/55-09-0000 175540 00-00-00-00						40-58	34	1									
Requesting Agency Funding Expiration Date No Expiration MM-DD-YYYY							Requesting Agency Funding Cancellation Date No Expiration MM-DD-YYYY										
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description of Two armored of Department of overseas. The power option 1	vehicle State vehic	es pro due t les ar	curen o the e use	nent for I armored d under	Lagos, N vehicle Chief of	liger requ Miss	ia - this uiremen sion Aut	purchasts for U.	se can S. Em versea	only b bassy s. Cos	e fulfill and U t on th	.S. Com is 7600	mercial B covers	servi s bas	ce staff e, armo	ring,	
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Quantity		t	Jnit P	rice	1	ota	ı	Servic	ing Fe	es							
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Total Line An	nount	Oblig	gated		\$278,	012.	73	Net To	tal Co	st	(Symbolis						
Advance Line	e Amo	ount (-)		(\$278	012.	73)	Assiste	ed Acc	quisitio	n Ser	vicing F	ees Ex	plana	ation		
Net Line Amo	ount [Due			\$0.00)	i de la companya de l	Vehicle \$7,440.7	1.1.2	n (0.8%), CFO	(0.7%),	AQM Fee	es (1.2	5%) =		
Type of Serv		VII.		nts	Non-S	eve	rable S	ervice		0	Not A	pplicab	le				

Agreement Between Federal Agencies Order Requirements and Funding Information (Order) Section



IAA Number	1	9-PAY GT&C			0001 Order #	-	Amendme	nt # / Mod	Servicing Agency's Agreement Mod # Tracking Number (Optional)								
28. Order Li	ne / F	undi	ng In	formati	on						Line	Numb	er 2				
			Requ	uesting A	gency F	und	ing Infor	mation	Servicing Agency Funding Information								
ALC	1306	0001															
Component	SP	ATA	AID	BPOA	EPOA	Α	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	Α	MAIN	SUB	
TAS (required			013	2019	2020		1250				019	2019	2019		0113		
by 10/1/2014)				013 2019 2020 1250													
and/or currer	nt IAS	s torn	nat	V 00 00 00 00 00 00 00 00 00 00 00 00 00	19 2020	125	U		1919	partie stores							
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Object Class BPN	Code	(Optio	onal)					0000	04005								
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BPN + 4 (Opt		hina					NAMES OF THE PARTY	- Laws									
				00-00-0	MEA20 00-00	1-00	0/55-09	9-0000-	1/55	40-58	34						
Requesting Agency Funding Expiration Date No Expiration MM-DD-YYYY					е			Requesting Agency Funding Cancellation Date No Expiration MM-DD-YYYY									
Project Num	ber 8	& Title	e 19-	PAY-040) Two A	rmor	ed Vehi	icle Pur	chase	for Lag	gos, Ni	geria					
Two armored of Department of overseas. The power option 1	State vehic	due t les ar	o the a	armored d under	l vehicle Chief of	requ Miss	uiremen sion Aut	ts for U. hority o	S. Em versea	bassy is. Cos	and U t on th	S. Con is 7600	nmercial 8 covers	servi s base	ce stafi e, armo	ring,	
North Americ						-				•			5 1 5 2 7	AC S	TO AND THE REST		
Breakdown	AND RESIDEN	imbı	ırsab	le Line	Costs	a	nd/or	100000000000000000000000000000000000000			ssiste	d Acqu	uisition	Line	Cost:		
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Quantity		·	Jnit P	rice		Tota	l ,	Servic	-								
2		\$1,2	00.00		\$2,40	0.00		Total C Cost			\$0.00						
Overhead Fe	es ar	nd Ch	arges	5	\$36.0	00		Advanc	e for L	.ine (-)							
Total Line An	nount	Oblig	gated		\$2,43	36.00	0	Net To	tal Co	st	\$0.0	00					
Advance Line	e Amo	ount (-)		(\$2,4	36.0	10)	Assist	ed Acc	quisitio	on Sei	vicing	Fees E	xplar	nation		
Net Line Amo	ount C	Due			\$0.00)	Fee for inspection for									EAV	
Type of Serv				ents	Non-S	Seve	rable S	ervice		0	Not A	pplicat	ole				

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



IAA Number	19-PAY-040 GT&C#	0001 Order#	Amendment #1 Mod #	Servicing Agency's Agreement Tracking Number (Optional)
29. Advance	Information (Com	olete Block 29 i	f the Advance Payment for	or Products/Services was checked "Yes" on the GT&C)
Total Advan	ce Amount for the	Order \$28	0,448.73 [All Order Line	eAdvance amounts (Block 28) must sum to this total.]
The second secon		No. and the control of the control o		ify the Revenue Recognition Methodology that ervicing Agency's revenue.)
Straigh	nt-Line — Provide a	amount to be	accrued	and Number of Months
✓ Accrua	il Per Work Comple	eted — Identi	fy the accounting pos	st period:
Moi	nthly per work com	pleted & invo	iced	
			od (bimonthly, quarte ated if other than bille	rly, etc.) for posting accruals and how the ed.
Quarterly				
[All Order Lin	t Order Amount: ne Net Amounts Due ust sum to this total]	\$0.00 for reimbursal	ole agreements and Ne	t Total Costs for Assisted Acquisition Agreements
Attachment A	Attachments (Optior - Vehicle Order Fom - Armored Vehicle S	n pecifications		st Schedule & Breakdown of Fees
AA D	18 11 3 (a) 1 a	P. AUG. L. C. L. S. W. C.	ND PAYMENT INFO	TO A VINE THE CONTROL OF STREET
-	ting Agency Initiated		Servicing Age	nd Collection (IPAC) is the Preferred Method.] ency Initiated IPAC ain other payment method and reasoning:
[An Invoice	requency (Check C must be submitted imbursed (i.e., via I Quarterly	by the Servic PAC transact	lon)]	explanation); Upon vehicle delivery
34. Payment	Terms (Check On	e)		
7 Days	✓ Other Payn	nent Terms (ind	clude explanation): As pe	r NIST requirements

Agreement Between Federal Agencies Order Requirements and Funding Information (Order) Section



IAA Number	19-PAY-040 GT&C #	0001 Order#	Amen dnen't # / Mid #	Servicing Agency's Agreement Tracking Number (Optional)
The second secon	Clauses / Instructions Availability of Funds	(Option	al) (State and/or list fur	iding clauses/instructions)
36. Delivery	/Shipping Information	for Pre	oducts (Optional)	
Agency Nam				ITA, Global Markets, OAS-Security
	act (POC) Name & Title			ecurity Program Manager
POC Email A		dewitt.c	luggar@trade.gov	
Delivery Add	lress / Room Number			V., Washington DC 20230
POC Telepho			82-9106	
Special Ship	ping Information Vehicle instruc	es should tions fron	be shipped to State Do Department of Comm	epartment receiving destination and should await erce as to shipping method to Lagos Nigeria.
	APPR	OVALS	AND CONTACT I	NFORMATION
Officer deper Name Title Telephone N	nding on each agency's IA	A busine	· COT INDIAN (AT LESS MAN AT MINISTER) [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]	
Fax Number		(
Email Addres	70.70	C		
SIGNATURE		ri .		
Date Signed	William To Company of the Company of		/31/19	81/31/1
certify that the Requesting A	e funds are accurately cite Igency Funding Official sign	d and cans to oblig	n be properly accounted pate funds. The Servicing	by the Requesting Agency and Servicing Agency, for per the purposes set forth in the Order. The g Agency Funding Official signs to start the work, lency, in accordance with the agreement.
			Requesting Agency	Servicing Agency
Name		(h)	(6), (b) (7	(C) (b) (6) (b) (7)(C)
Title		()	(0), (0) (1	$(C)_{t}(b)$ (6), (b) (7)(C)
Telephone N	umber			7
Fax Number		I		
Email Addres	SS	1:		€
SIGNATURE				F
Date Signed		7	7/31/19	08/22/2019

Agreement Between Federal Agencies Order Requirements and Funding Information (Order) Section



IAA Number 19-PAY-04 GT&C#	0001 Order # Amen dnent # / Mod #	Servicing Agency's Agreement Tracking Number (Optional)
	CONTACT INFORMATI	ON:
39. FINANCE OFFICE PO	pints of Contact (POCs)	
	Requesting Agency (Payment Office	ce) Servicing Agency (Billing Office)
Name	NIST, Accounts Payable Office	DS Reimbursements
Title		
Office Address	Bidg, 101/A836 M/S 1621, 100 Bureau Drive, Gaithersburg, MD 20899-1621	DS/EX/CFO, 1801 N. Lynn St, Adington, VA 22209
Telephone Number	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Fax Number		
Email Address	1	i d
Signature & Date (Options	aí)	
	of Contact (POCs) (as determined by eac CTING Office Points of Contact (POCs).	
	Requesting Agency	Servicing Agency
Name	(h) (6) (h) (7)(0	(b) (6), (b) (7)(C)
Title	(6) (6), (6) (7)(6	$(\mathcal{S})(\mathcal{S})(\mathcal{S})(\mathcal{S})(\mathcal{S})(\mathcal{S})(\mathcal{S})$
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Telephone Number	(
Fax Number		
Email Address	c	
Signature & Date (Optiona	al)	
Name.	L	
Title	F	
Office Address		
Telephone Number	(
Fax Number		
Email Address	1	
Signature & Date (Option:	al)	
Name		(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		The second secon
Signature & Date (Optiona	al)	



IAA Number	19-PAY-040 0000 GT&C# Order# Amendment#.	/Mod #
-	DEPARTMENT ANI	D/OR AGENCY
1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	Department of Commerce/ International Trade Administration/Global Markets/OAS	Department of State, Bureau of Diplomatic Security DS/C/PSP/DEAV
Address	1401 Constitution Avenue, N.W., Washington, DC 20230	1801 North Lynn Street, Arlington, VA 22209
2. Servici	ng Agency Tracking Number (Optional) :	
3. Assiste	ed Acquisition Agreement 🗸 Yes	No
Can		te of IAA or effective cancellation date
6. Recurri Yes	ng Agreement (Check One) ARecurring Agreemen	nt will continue, unless a notice to discontinue is received tate the other renewal period:
7. Agreem	ent Type (Check One) Single Order I/	AA Multiple Order IAA
		Value of the second of the sec
Note: Speci	fic advance amounts will be captured on each related	d order.



IAA Number	19-PAY-040 - GT&C#	0000 Order #	Amendm	ent # / Mod #
9. Estimated	Agreement Amou	unt (The Serv	icing Agenc	y completes all information for the estimated agreement amount)
(Optional for	assisted Acquisition	ns)		
Direct Cost_	ees & Charges		534,744.00 \$26,153.48	Provide a general explanation of the Overhead Fees and Charges Program Fee=0.8% Estimated Shipping: \$1,644 per unit CFO Fee=0.7%
Total Estimat			560,897.48	AQM Fee=1.25% Inspection Fee: \$1,218 per unit
	ORY AUTHORITY og Agency's Author Fund Revolu	ority (Check		Capilal Fund Economy Act (31 Other Authority
Fill in Statutor	ry Authority Title an	d Citation fo	r Franchise	U.S.C. 1535 / FAR 17.5) U.S.C. 1535 / FAR 17.5) Fund, Revolving Fund, Working Capital Fund, or Other Authority
Franchise		ring Fund d'Citation fo	Working (Capital Fund Economy Act (31 Other Authority U.S.C. 1535 / FAR 17.5) Fund, Revolving Fund, Working Capital Fund, or Other Authority m Act of 1986"
Servicing agen The AVs will be Overseas Secu	ncy will provide Armo e armored and inspe urity Policy Board sta	red Vehicles cted to OS Lo indards. DOS	only if the v evel C Stan S will condu	ttachments that support Requesting Agency's Scope.) rehicles are used under Chief of Mission Authority overseas. dards. The level of protection will be consistent with ct 4 Inspections throughout production, following DS/DEAV COM locations and repair glass at an additional cost
attachments f Provide goods and 1. Process reimb 2. Ensure that all guidelines. 3. Provide quarte	for the roles and re nd services for four arm pursement actions to co I funds received are pro	sponsibilitie nored vehicles over the cost of operly expendent designated PO	s for the R as per Atlac f the requeste ed for the pur	rposes specified herein and that expenditures conform to applicable sting office's draw down on Advanced Payment.



IAA Number	19-PAY-040 GT&C #	0000 Order#	Amendment # / Mod #
13. Restricti N/A	ions (Optional) (State	e and/or affach	unique requirements and/or mission specific restrictions specific to this IAA
			Credit Clause (The Servicing Agency will allocate the socio-economic actions it has executed on behalf of the Requesting Agency).
			be resolved in accordance with instructions provided in the Treasury or 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.
or Servicing A 60 days If this agreeme shall agree to t pending action If the Servicin to terminate th of the delay in 17. Assisted Assistance for	gency.) ent is canceled, any im the terms of the termir s. g Agency incurs cos he IAA, the Requesti notification, provid- Acquisition Agre- this IAA (State or attach	piementing contion, including sts due to the mg Agency shed such costs ements - Request a list of Reques	at this IAA may be terminated by written notice by either the Requesting ontract/order may also be canceled. If the IAA is terminated, the agencies g costs attributable to each party and the disposition of awarded and Requesting Agency's failure to give the requisite notice of its intent half pay any actual costs incurred by the Servicing Agency as a result are directly attributable to the failure to give notice. Truesting Agency's Organizations Authorized to Request Acquisition eiting Agency's organizations authorized to request acquisition assistance for this IAA eterns, Scaletta Armoring, Square One Armoring Services, The O'Gara
Assistance for Possible accep	this IAA (State or attach	a list of Servicin ankel Tactical	vicing Agency's Organizations Authorized to Request Acquisition g Agency's organizations authorized to request acquisition assistance for this IAA.) I Systems, Scaletta Armoring, Square One Armoring Services, The
19. Requesti N/A	ing Agency Claus	e(s) (Optional	(State and/or attach any additional Requesting Agency clauses.)
20. Servicing	Agency Clause(s)(C	Optional) (State	e and/or attach any additional Servicing Agency clauses.)

Agreement Between Federal Agencies General Terms & Conditions (GT&C) Section



IAA Number 18-PAY-040 0000 GT&C # Order # Amendment # / Mod	#
	4.
21. Additional Requesting Agency and/or Servicing Agency any additional Requesting Agency and/or Servicing Agency Attachm	
Attachment A - Vehicle Order Form	
Attachment B - Armored Vehicle Specifications	
Attachment C - Cost Schedule and Break-down of Fees	
22. Annual Review of IAA	
By signing this agreement, the parties agree to annually review the l	AA if the agreement period exceeds one year.

Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(b) (6) (b) $(7)(6)$	(b) (6) (b) (7)(0
Title	(D)(O), (D)(I)(O)	(b) (6) , $(b)(7)(C)$
Telephone Number(s)		1
Fax Number		
Email Address		
SIGNATURE		
Approval Date		

L AGENCY	2671			2. UNIT	3.	FUEL QUANT			IVE TYPE ANTITY	P. R. S.	
CLINSOB CLIN	VEHICLE GROUP/ITEM	VEHICLE/ITEM DESCRIPTION	ARMOR LVL	QTY	GAS	DSL	DIRTY DSL	RHD	LHD	EST. UNIT COST	EST. TOTAL UNIT(S) COST
002AA	GROUP 1 LARGE SEDAN, 7' STRETCHED	Caddlac XTS with Armoring	С	HE						5248,617.14	\$0.4
003AA	GROUP 3 - SPORT UTILITY VEHICLE - MEDIUM	Toyota Land Cruiser Model 76 or equal with Amoring	С							\$127,435.00	\$0,
003AC	GROUP 3 - SPORT UTILITY YEHICLE - MEDIUM	Toysta Land Cruiser Model 200	С	. 2	х				х	\$132,350.00	3264,700.
о́озае	GROUP 3 - SPORT UTILITY VEHICLE - MEDIUM	DAIW X5 Security Plus or equal with Armoring.	C							\$196,102.00	\$0.0
003AG	GROUP 1 - SPORT UTILITY VEHICLE - MEDIUM	Nissan Patroi Y61/Y61 with Armoring	С							\$181,363.37	\$0.
003AJ	GROUP 3 - SPORT UTILITY VERICLE - MEDIUM	Vehicle Power System - Option 1	NIA	2	ITA					\$1,336.00	\$2,671.0
003AK	GROUP 3 - SPORT DTELITY VEHICLE - MEDIUM	Vekicle Power System Option 2	N/A		III					\$5,300.00	\$0.
007AA	GROUP 7 - PURSUIT VEHICLE - MEDIUM	Toyota Land Cruiser Model 200 Follow car or equal with Armoting.	c				and the second			\$131,490.00	\$0.0
007AF	GROUP 7 - FURSUIT VEHICLE - MEDIUM	Vehicle Pewer System - Option Z	N/A	1						\$4,800.00	\$0.0
00SAA	GROUP 3 - VAN - LARGE	Cheyrolet Express 3500 with Armoring	c							\$183,396.66	\$0.0
BONAC	GROUPS - VAN - LARGE	Mercedes/Oodge Sprinter 3500 Series with Armoring	C						(e	\$196,390.18	\$0.0
ODRAE	GROUPS - VAN - LARGE	Vehlele Power System - Option 1	SA							\$1,836.14	30.0
008AF	GROUP8-YAN-LARGE	Veldele Power System - Option 2	N/A							\$10,786.78	\$0,
012AA	GROUP 12 - PICKUP TRUCK, STANDARD/COMPACT,	Toyota Hiluxwith Armoring	c							\$149,183.28	\$0.0
U12AC	GROUP 12 - PICKUP TRUCK, STANDARW/COMPACT,	Vehicle Power System - Ophon I	NZA		1					\$500.00	50.0
012AD	GROUP 12 - PICKUP TRUCK, STANDARD/COMPACT,	Vehicle Power System - Option 2	NIA							\$10,149.38	50.0
013AC	GROUP 13 – PICKUP TRUCK, LARGE SIX PASSENGERS,	Chevrolet Silverado 3500 with Acquoring	c			127		70		\$176,245.04	\$0.0
014AA	GROUP 14 - PICKUP TRUCK, LARGE SIX PASSINGER,	Chevrolet Silverado 3500 with Armoring	D								\$0.0
DISAA	GROUP IS - ARMORED PERSONNEL CARRIER HEAVY MEDIUM	Armored Lenco MRAP Bear	E							\$275,951.00	\$0.0
016AA	GROUP 16-ARMORED PERSONNEL CARRIER MEDITAL	IIC55003 Lenco Bear Cat G5	E							\$375,430.07	\$0.0
017AA	GROUP 17-ARMONED PERSONNEL CARRIER - TACTICAL/YIP	Armured Lenco Bear Cal VIP	E							\$349,162.07	\$0.0
018AA	GROUP 18-SPORT UTILITY VEHICLE -AIEDIUM	Toyota Land Cruiser Model 200 with Armoring	D							\$263,592.15	\$0.0
018AD	GROUP 13-SPORT UTILITY VEHICLE-MEDIUM	Vehicle Power System Option 2	N/A		11 =					\$10,786.60	200
a, ODC	VEHICLE INSPECTION FROM UNIT PURCHASE	Each Unit requires four (4) Inspections throughout the armoring process.	N/A	- 2				171		\$1,200.00	\$2,400.0
b, ODC	VEHICLE INSPECTION ONLY	Agencies have the option to request four (4) inspections during armoring.	N/A	-						\$1,200.00	\$0.0
		Est. Sub Total		SOFTER							\$269,772.0
	OVERHEAD FEES AND CHARGES	DEAV Fee1.5%									\$4,046.5
	OVERHEAD FEES AND CHARGES	AQM Fee 1.25%									53,372.
.ODC	VEHICLE SHIPMENT	Agencies have the option to request shipping.	NA								
. ODC	TRANSPARENT ARAIOR (TA) REPLACEMENT MINISTERIANCE	histaliation of replacement transparent arotor (TA) hallistic glass	N/A								

Tim/Color SpecificaBanes:
Programs/Agencies may request a certain color or priority of colors depending on requesting post's operatingent remnent. Programs/Agencies may request tind specifications but should contact the requesting post for any Host Nation (HM) tind costrictions.

8. Add additional comments. Past has requested the vehicles he B LACK in color.

Attachment B - Armored Vehicle Specifications

Vehicle type Toyota Landcruiser 200

Right or Left-hand drive Left hand drive

Fuel preference (diesel or unleaded gas) Unleaded

Color preference Black

Automatic or Manual Automatic

Armor Level C

Attachment C - Cost Schedule - Agreement 19-PAY-040

\$ 132,350.00	4					e 1.25%/Unit
	\$	1,058.80	\$	926.45	\$	1,654.38
\$ 1,336.00	\$	10.69	\$	9.35	\$	16.70
\$ 133,686.00	\$	1,069.49	\$	935.80	\$	1,671.08
\$ 1,200.00	\$	9.60	\$	8.40		Market Co.
\$ 1,600.00	\$	12.80	\$	11.20	\$	20.00
					-	
* 4						
						ann an Ma
	-				10000111100	_
					i.	
51	1000					
		A				0.00
	the state of		N			
			1			
	\$ 1,200.00 \$ 1,600.00	\$ 1,200.00 \$ \$ 1,600.00 \$	\$ 1,200.00 \$ 9.60 \$ 1,600.00 \$ 12.80	\$ 1,200.00 \$ 9.60 \$ \$ 1,600.00 \$ 12.80 \$	\$ 1,200.00 \$ 9.60 \$ 8.40 \$ 1,600.00 \$ 12.80 \$ 11.20	\$ 1,200.00 \$ 9.60 \$ 8.40 \$ 1,600.00 \$ 12.80 \$ 11.20 \$

Cost with Fee/Unit	Tot	al for 2 TLCs	E	
\$ 135,989.63	\$	271,979.25		
\$ 1,372.74	\$	2,745.48		
\$ 137,362.37	\$	274,724.73		10-
\$ 1,218.00	\$	2,436.00		
\$ 1,644.00	\$	3,288.00		
Base Total with Power 1	\$	133,686.00	\$:	267,372.00
Vehicle Program, CFO, AQM Fees	\$	3,676.37	\$	7,352.7
Shipping Fee	\$	1,600.00	\$	3,200.00
Shipping Program, CFO, AQM Fees	\$	44.00	\$	88.00
Inspection Fee	\$	1,200.00	\$	2,400.00
Inspection Program, CFO, AQM Fees	\$	18.00	\$	36,00
Total Fees	\$_	6,538.37	\$	13,076.73
Advanced Amount	\$_	140,224.37	Śź	280,448.73

DETERMINATION AND FINDING

Pursuant to Economy Act of 1932, 31 U.S.C 1535 and 48 CFR 17.502-2

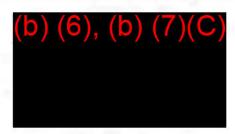
IAA#: 19-PAY-040 - Order 0001 Amount: US\$280,448.73

The International Trade Administration's Global Markets Unit certifies that:

- X Sufficient funding amounts are available;
- X This agreement is in the best interest of the United States Government; and
- X The services requested cannot be provided by contract as conveniently or cheaply by a commercial enterprise.

It has been determined that this Economy Act order:

- ____ does not require contracting action by the servicing agency; or
- X does require contracting action by the servicing agency and that one of the following circumstances exists:
- ____ the acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services;
- X the servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency; or
- ___ the servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.



Date: 7/25/2019



IAA Number		000 Jer#	Amen	dment	# / Mod #
1	DI	PAF	RTMEN	TAN	D/OR AGENCY
1.	Requesting Agency of Pr	oduc	ts / Ser	vices	Servicing Agency Providing Products / Services
Name	(b) (6), (b) (7)	(C)		Department of State, Bureau of Diplomatic Security DS/C/PSP/DEAV
	1401 Constitution Avenue, N.V. 20230	V., W	ashIngto	n, DC	1801 North Lynn Street, Arlington, VA 22209
2. Servicir	ng Agency Tracking Numb	er (O	ptional):_	
3. Assiste	d Acquisition Agreement	1	Yes		No
					ing changed and explain the changes being made, AA cancellation and complete the effective End Date.
5. Agreem	ent Period Start Date _	M-DD	-YYYY	End D	ate09/30/2024 of IAA or effective cancellation date MM-DD-YYYY
6. Recurring Yes ✓ No	ng Agreement (Check One) / If Yes, this is an: Annu	A Rec	urring Agnewal]	ent will continue, unless a notice to discontinue is received. State the other renewal period:
7. Agreem	ent Type (Check One)		Single C	Order	IAA Multiple Order IAA
Note: Specif	ic advance amounts will be ca	otured	on each	relate	ed order.



IAA Number	19-PAY-040 GT&C#	0000 Order #	Amendm	ment # / Mod #
9. Estimated	Agreement Am	ount (The Sen	vicing Agency	cy completes all information for the estimated agreement amount)
(Optional for a	assisted Acquisit	ions)		
Direct Cost	0.00		534,744.00	Program Fee=0.8% Estimated Shipping: \$1,644 per unit
Overhead Fee Total Estimate			\$26,153.48 560,897.48	AQM Fee=1.25%
	RY AUTHORITY g Agency's Auth Fund Revo			Capital Fund Economy Act (31 Other Authority U.S.C. 1535 / FAR 17.5)
Fill in Statutor	y Authority Title a	nd Citation f	or Franchise	E Fund, Revolving Fund, Working Capital Fund, or Other Authority
Franchise F		lving Fund nd·Citation for	Working (Capital Fund Economy Act (31 Other Authority U.S.C. 1535 / FAR 17.5) Fund, Revolving Fund, Working Capital Fund, or Other Authority Sm Act of 1986"
Servicing agend The AVs will be Overseas Secur	cy will provide Arm armored and insp rity Policy Board s	ored Vehicles ected to OS L tandards. DO	only if the v evel C Stan S will condu	Attachments that support Requesting Agency's Scope.) vehicles are used under Chief of Mission Authority overseas. ndards. The level of protection will be consistent with uct 4 Inspections throughout production, following DS/DEAV COM locations and repair glass at an additional cost
attachments for Provide goods and 1. Process reimbu 2. Ensure that all guidelines, 3. Provide quarter	or the roles and r d services for four a ursement actions to funds received are p	esponsibilities mored vehicles cover the cost of property expend designated P	es for the R s as per Atlac of the request led for the pur OC for reques	urposes specified herein and that expenditures conform to applicable esting office's draw down on Advanced Payment.



TACK LADITION	GT&C # Order # Amendment # / Mod #
13. Restriction	s (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IA
	equisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic and socio-econom
	hisputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.
or Servicing Ag 60 days If this agreemen shall agree to th pending actions. If the Servicing to terminate the	n (Insert the number of days that this IAA may be terminated by written notice by either the Requestin (Insert the number of days that this IAA may be terminated by written notice by either the Requesting oct.) s canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies terms of the termination, including costs attributable to each party and the disposition of awarded and gency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent AA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a resultification, provided such costs are directly attributable to the failure to give notice.
Assistance for the	equisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition IAA (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAE andors are: Jankel Tactical Systems, Scaletta Armoring, Square One Armoring Services, The O'Gara and Group
Assistance for the Possible accepta	equisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition IAA (State or altach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA, le vendors are: Jankel Tactical Systems, Scaletta Armoring, Square One Armoring Services, The
O Gara Group, 1	e Armored Graup
19. Requestin	Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)
N/A	
20, Servicing A N/A	ency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Agreement Between Federal Agencies General Terms & Conditions (GT&C) Section



IAA Number	19-PAY-040	0000		
	GT&C #	Order#	Amendment # / Mod #	
				•
Attachment A	- Vehicle Order Forn - Armored Vehicle S - Cost Schedule and	n pecifications	ng Agency Attachments) if Fees	
By signing this			nnually review the IAA if the agreem t to the GT&C and/or modification to	
		1	GENCY OFFICIAL	A. S. L. Land B. C. C.
he Agency O	fficial le the highest l	aval acception	authority or official as designated by	withe Requesting Agency and

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates,

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(h) (6) (h) (7)(C) (b) (6), (b) (7)(C
Title	(D)(O), (D)(I)	O) (O), (O), (O) (I)(O)
Telephone Number(s)		1
Fax Number	le l	
Email Address	1.0	· 1
SIGNATURE		
Approval Date		



§180.2010 [Removed and Reserved]

■ 3. Section 180.2010 is removed and reserved.

[FR Doc. 2016–21753 Filed 9–21–16; 8:45 am] BILLING CODE 6560–50–P

GENERAL SERVICES ADMINISTRATION

41 CFR Parts 102-117 and 102-118

[Change 2016–01; FMR Case 2015–102–2; Docket 2015–0014; Sequence 1]

RIN 3090-AJ59

Federal Management Regulation (FMR); Transportation Payment and Audit

AGENCY: Office of Government-wide Policy (OGP), General Services Administration (GSA).

ACTION: Final rule.

SUMMARY: GSA is amending the Federal Management Regulation (FMR), Transportation Payment and Audit, to clarify agency and Department of Defense (DoD) transportation payment and audit requirements. GSA is also amending relevant definitions. The FMR is written in plain language to provide agencies with updated regulatory material that is easy to read and understand.

DATES: Effective: September 22, 2016.
FOR FURTHER INFORMATION CONTACT: For clarification of content, contact Mr. Ron Siegel, Office of Government-wide Policy, at 202–357–9540 or by email at ron.siegel@gsa.gov. For information pertaining to status or publication schedules, contact the Regulatory Secretariat Division (MVCB), 1800 F Street NW., Washington, DC 20405, 202–501–4755. Please cite FMR Case 2015–102–2.

SUPPLEMENTARY INFORMATION:

A. Background

Agencies are authorized to procure transportation services either through the Federal Acquisition Regulation (FAR) by utilizing a contract, or via 49 U.S.C. 10721 (for rail transportation), 49 U.S.C. 13712 (for surface transportation), and/or 49 U.S.C. 15504 (for pipeline transportation) by utilizing rate tenders. It is critical that agencies ensure that transportation services received are properly charged and that the payment made is correct.

Toward that end, the Travel and Transportation Reform Act of 1998 (Pub. L. 105–264) established agency statutory requirements for prepayment audits of Federal agency and DoD transportation expenses. The Act also established GSA's statutory authority for audit oversight to protect the interests of the Government.

This final rule clarifies and strengthens agency and DoD compliance with regulations for transportation prepayment audits and postpayment audits. In addition, this final rule updates definitions in 41 CFR part 102–117, Transportation Management, as a result of the amendments to 41 CFR 102–118.

This final rule is the outcome of the first of a two phase review of FMR part 102–118, Transportation Payment and Audit, conducted by GSA and the Governmentwide Transportation Policy Council (GTPC). The GTPC is composed of representatives from civilian agencies and DoD and provides GSA with guidance in the planning and development of uniform transportation policies and procedures.

The first phase review focused on FMR part 102–118 Subparts A (General), D (Prepayment Audits of Transportation Services), and E (Postpayment Transportation Audits). The second phase review will focus on FMR part 102–118 Subpart A (General), as well as Subparts B (Ordering and Paying for Transportation and Transportation Services), C (Use of Government Billing Documents), and F (Claims and Appeals Procedures).

B. Public Comments and Responses

In the proposed rule published at 80 FR 59094 in the Federal Register, on October 1, 2015, GSA provided the public a 60-day comment period which ended on November 30, 2015. GSA received comments from the National Motor Freight Traffic Association, Inc. (NMFTA), and Relocation Management Worldwide Incorporated (RMW). This final rule reflects the following changes made as a result of some of these comments.

Comment: The definition in the proposed rule for declared value in FMR 102-117.25 and 102-118.35 contains reference to declared value and released value. However, NMFTA indicates that the "terms 'declared value' and 'released value' are neither synonymous nor recognized by the transportation industry. A carrier establishes released value provisions with the intent of the shipper agreeing to a lesser value for the cargo shipped in return for a lower rate for transportation. Declared value assigns a value to the cargo in order to authenticate loss and damage liability limitations on the cargo that was

shipped. Furthermore, it is inequitable to define declared value as a price that could be 'more' than the actual value of the cargo. In commercial practice, a transportation service provider (TSP) will not pay a loss or damage claim in excess of the actual value of the cargo transported."

Response: GSA agrees with the recommendation and consequently has modified the definition declared value that is added to 41 CFR 102–117.25 so that it does not reference released value; included a definition for released value in 41 CFR 102–117.25; and has removed the definition released value from 41

CFR 102-118.

Comment: With regards to the definition claim, NMFTA indicates that in the transportation industry, the term claim is generally used in the context of claims for the payment of overcharges or claims for loss or damage. NMFTA recommends that any other terms for demands for payment by the TSP to the Government or amounts the TSP believes an agency owes them should not be included in this definition and would be better defined separately.

Response: GSA does not accept this recommendation. The definition of claim presented in this final rule is modeled after the definition of claim or debt found in 31 U.S.C. 3701(b)(1).

Comment: The Government Transportation Request (GTR) is defined, in part, as a Government document used to procure common carrier interstate transportation services. NMFTA indicates that as far as interstate motor carrier transportation is concerned, the term common carrier is no longer defined in 49 U.S.C. 13102. Former common carriers are now referred to as motor carriers. NFMTA suggests using the description motor carrier or TSP which is used elsewhere in these regulations. NFMTA also suggests that since the Government can procure intrastate transportation with a GTR, it does not make sense to include the word "interstate" in the final GTR definition.

Response: The term common carrier is used to define Government Transportation Request (GTR) in the Federal Travel Regulation (FTR). In response to the comment, GSA has revised the definition of GTR to clarify that the document is used to acquire passenger transportation.

Comment: Standard Carrier Alpha Code (SCAC) is defined, in part, as the unique four-letter code used to identify American-based motor transportation companies assigned by NMFTA. NMFTA indicates that the SCAC definition should be a two-to-four letter identification code assigned to all

modes of transportation companies worldwide by the NMFTA.

Response: GSA accepts this comment and has modified the definition of SCAC to a unique code, typically two to four characters, used to identify transportation companies.

Comment: NFMTA indicates that the Standard Carrier Alpha Code (SCAC) is a proper noun and should be

capitalized.

Response: GSA agrees with this comment and has made the appropriate

Comment: When an agency notifies a TSP of any adjustment to a TSP bill, the notice must reference the TSP's Standard Carrier Alpha Code (SCAC) or other agency identifier for the carrier, such as the Department of Defense Activity Address Code (DoDAAC) number. NMFTA suggests deleting the reference to the DoDAAC as the DoDAAC is not used to identify TSPs. NMFTA indicates that the Defense Logistics Agency defines a DoDAAC as . a six-character, alpha-numeric code that uniquely identifies a unit, activity, or organization within the DoDAAD [Department of Defense Activity Address Directory]. A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes. Each activity that requisitions, contracts for, receives, has custody of, issues, or ships DoD assets, or funds/pays bills for materials and/or services is identified by a six-position alphanumeric DoDAAC.'

Response: GSA accepts this suggestion and has deleted the DoDAAC

reference.

Comment: The rule indicates that "the prepayment audit cannot be conducted by the same firm providing transportation services for the agency, such as a move manager." Relocation Management Worldwide, Incorporated (RMW) suggests that the term move manager is an incorrect example of a TSP and should be removed. RMW indicates that a TSP, being a carrier, could have a conflict of interest auditing their own files, but a move manager does not have to be a TSP.

Response: GSA agrees that the language may be confusing and has modified § 102-118.275(c) to explain that a move manager may not have any affiliation with or financial interest in the transportation company providing the transportation services for which the prepayment audit is being conducted. Comment: RMW asks if the rule's

intent is to eliminate a move manager from being a prepayment auditor.

Response: GSA has modified the rule to clarify the role of a move manager in

the prepayment process. GSA's intent is to clarify transportation payment and audit requirements for all agencies

including DoD.

Comment: The rule indicates that agencies may choose to use a Third-Party Payment System or charge card company that includes prepayment audit functions, such as Syncada and Payport Express. RMW asks if GSA is allowed to promote specific companies and promote their own specific products in the Code of Federal Regulations.

Response: GSA agrees that the reference to Syncada may constitute an endorsement of a private enterprise and has removed the reference from the final rule. However, PayPort Express is a GSA Center for Transportation Management payment solution that is compliant with the rules established by GSA Transportation Audits Division. Being a GSA product, the acknowledgement of PayPort Express, or subsequent GSA payment solution, does not constitute

the endorsement of a private enterprise. Comment: The rule lists what information must be included in an agency's notice to a TSP when an agency is adjusting the TSP's bill. RMW points out that the list of required information excludes the reason for the adjustment and asks if this important element can be added to the list.

Response: The final rule accepts and

incorporates the comment.

Comment: The rule indicates that the Administrator of General Services (GSA) has a congressionally mandated responsibility under 31 U.S.C. 3726 to perform oversight on transportation bills. The GSA Transportation Audits Division accomplishes this oversight by conducting postpayment audits of all agencies' transportation bills. RMW suggests that GSA should confirm and identify that the audits are actually performed by contracted auditing companies and not by GSA Transportation Audits.

Response: GSA does not accept this recommendation. Information regarding the GSA Transportation Audits Division procedures, including reviewing transportation invoices in conjunction with audit contracting companies, is provided on the Division's Postpayment Audit homepage (www.gsa.gov/portal/

content/100056)

Comment: RMW requests that GSA identify what safeguards are in place to prevent contracted auditing companies from providing both the prepayment and postpayment audit of the same bill.

Response: GSA has determined that this topic is outside the intended scope of this rule. GSA Transportation Audits Division's Dispute Resolution Branch

(http://www.gsa.gov/portal/content/ 100753) provides oversight and quality control evaluation of GSA audit contractors and ensures integrity in all audit processes

Comment: This rule indicates that the GSA Transportation Audits Division does not charge agencies a fee for conducting the transportation postpayment audit and the expenses for such audits are financed from overpayments collected from the TSP's bills previously paid by the agency and similar type of refunds. Since the GSA Transportation Audits Division or contracted auditing companies do not receive funding unless they find errors in TSP billings, RMW asks how this is not a conflict of interest?

Response: GSA has determined that this topic is outside the intended scope of this rule. The funding mechanism identified in this rule is established by statute, 31 U.S.C. 3726 Payment for

transportation.

Comment: If the GSA Transportation Audits Division is overseeing the prepay audit to ensure it is being done properly, RMW asks who is overseeing the GSA Transportation Audits Division to determine if the prepay oversight and the postpayment audit are being done properly?

Response: While GSA has determined that this topic is outside the intended scope of this rule, the GSA Office of the Inspector General and the management of the Federal Acquisition Service (FAS) provide such oversight of the GSA Transportation Audits Division.

C. Substantive Changes

This final rule:

· Revises the definitions for "Agency", "Bill of lading" (BOL), "Government bill of lading" (GBL), "Transportation document" (TD), and "Transportation Service Provider" (TSP), removes the definition "Release/ declared value", and adds the definitions "Declared value" and "Released value" in FMR part 102-117; and revises the definitions "Agency", "Bill of lading" (BOL), "Document reference number", "Government bill of lading" (GBL), "Government transportation request", Offset", "Overcharge", "Postpayment audit", "Rate authority", "Reparation", "Standard Carrier Alpha Code" (SCAC), "Statement of difference",
"Supplemental bill", "Transportation
document (TD)", and "Transportation
Service provider" (TSP), removes the terms "Agency claim", "Released value", "Transportation service", "Transportation service provider claim", and "Virtual GBL (VGBL)", and adds the terms "Claim" and

"Transportation" in FMR part 102–118 to ensure consistency.

- Strengthens agency requirements and responsibilities for transportation prepayment audits and transportation postpayment audit, submission requirements to the GSA Transportation Audits Division, and the required information on all transportation documentation.
- Updates and clarifies GSA Transportation Audits Division roles and responsibilities.

C. Executive Orders 12866 and 13563

Executive Orders (E.O.) 12866 and 13563 direct agencies to assess all costs and benefits of available regulatory alternatives and, if regulation is necessary, to select regulatory approaches that maximize net benefits (including potential economic, environmental, public health and safety effects, distributive impacts, and equity). E.O. 13563 emphasizes the importance of quantifying both costs and benefits, of reducing costs, of harmonizing rules, and of promoting flexibility. This is not a significant regulatory action, and therefore, will not be subject to review under Section 6(b) of E.O. 12866, Regulatory Planning and Review, dated September 30, 1993. This rule is not a major rule under 5 U.S.C. 804.

D. Regulatory Flexibility Act

These revisions are not substantive, and therefore, this rule would not have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, et seq. The proposed rule is also exempt from the Administrative Procedure Act per 5 U.S.C. 553(a)(2), because it applies to agency management or personnel.

E. Paperwork Reduction Act

The rule does not contain any information collection requirements that require the approval of the Office of Management and Budget under the Paperwork Reduction Act (44 U.S.C. Chapter 35).

F. Small Business Regulatory Enforcement Fairness Act

This rule is also exempt from Congressional review prescribed under 5 U.S.C. 801 since it relates to agency management or personnel.

List of Subjects in 41 CFR Parts 102-117 and 102-118

Accounting, Claims, Freight, Government property management, Moving of household goods, Reporting and recordkeeping requirements, Transportation.

Dated: September 8, 2016.

Denise Turner Roth,

For the reasons set forth in the preamble, GSA amends 41 CFR parts 102–117 and 102–118 as follows:

PART 102-117—TRANSPORTATION MANAGEMENT

■ 1. The authority citation for 41 CFR part 102–117 continues to read as follows:

Authority: 31 U.S.C. 3726; 40 U.S.C. 121(c); 40 U.S.C. 501, et seq.; 46 U.S.C. 55305; 49 U.S.C. 40118.

■ 2. Amend § 102–117.25 by— ■ a. Revising the definitions "Agency"

and "Bill of lading (BOL)";

b. Adding, in alphabetical order, the definition "Declared value";

c. Revising the definition
"Government bill of lading (GBL)";
d. Removing the definition "Release/

declared value"; ■ e. Adding, in alphabetical order, the definition "Released value"; and

■ f. Revising the definitions
"Transportation document (TD)", and
"Transportation service provider
(TSP)".

The revisions and additions read as follows:

§ 102–117.25 What definitions apply to this part?

Agency means a department, agency, and independent establishment in the executive branch of the Government as defined in 5 U.S.C. 101 et seq., and a wholly-owned Government corporation as defined in 31 U.S.C. 9101(3).

Bill of lading (BOL), sometimes referred to as a commercial bill of lading, but includes a Government bill of lading (GBL), means the document used as a receipt of goods, a contract of carriage, and documentary evidence of title.

Declared value means the actual value of cargo as declared by the agency for reimbursement purposes or to establish duties, taxes, or other customs fees. The declared value is the maximum amount that could be recovered by the agency in the event of loss or damage for the shipments of freight and household goods, unless the declared value exceeds the carrier's released value (see "Released value"). The statement of declared value must be shown on any applicable tariff, tender, contract, bill of lading, or other document covering the shipment.

Government bill of lading (GBL) means the transportation document used as a receipt of goods, evidence of title, and a contract of carriage for Government international shipments (see Bill of Lading (BOL) definition).

Released value means an assigned value of the cargo for reimbursement purposes that is not necessarily the actual value of the cargo. Released value may be more or less than the actual value of the cargo; however, in the event of loss or damage to the shipment, if the released value exceeds the actual value, reimbursement would be the lesser of the two values. When the released value is agreed upon as the basis of reimbursement and the actual value exceeds the released value, the released value is the maximum amount that could be recovered by the agency in the event of loss or damage to the shipments of freight or household goods. When negotiating for rates and the released value is proposed to be less than the actual value of the cargo, the TSP should offer a rate lower than other rates for shipping cargo at full value. The statement of released value may be shown in any applicable tariff, tender, contract, transportation document or other documents covering the shipment.

Transportation document (TD) means any executed document for transportation service, such as a bill of lading, a tariff, a tender, a contract, a Government Transportation Request (GTR), invoices, paid invoices, any transportation bills, or other equivalent documents, including electronic documents.

Transportation service provider (TSP) means any party, person, agent, or carrier that provides freight, household goods, or passenger transportation or related services to an agency.

PART 102-118-TRANSPORTATION PAYMENT AND AUDIT

■ 3. The authority citation for 41 CFR part 102–118 is revised to read as follows:

Authority: 31 U.S.C. 3726; 40 U.S.C. 121(c); 40 U.S.C. 501, et seq.; 46 U.S.C. 55305; 49 U.S.C. 40118.

■ 4. Revise § 102–118.10 to read as follows:

§ 102-118.10 What is a transportation

A transportation audit is a thorough review and validation of transportation related documents and bills. The audit

must examine the validity, propriety, and conformity of the charges or rates with tariffs, quotations, contracts, agreements, or tenders, as appropriate.

§102-118.15 [Amended]

- 5. Amend § 102-118.15 by removing "or people and/or" and adding ", people or" in its place.
- 6. Revise § 102-118.20 to read as follows:

§102-118.20 Who is subject to this part?

This part applies to all agencies (including the Department of Defense (DoD)) and TSPs defined in § 102-118.35, and wholly-owned Government corporations as defined in 31 U.S.C. 101, et seq. and 31 U.S.C. 9101(3). Your agency is required to incorporate this part into its internal regulations.

■ 7. Revise §§ 102-118.25 and 102-118.30 to read as follows:

§ 102-118.25 What must my agency provide to GSA regarding its transportation policies?

As part of the evaluation of agencies' transportation program and postpayment audit, GSA may request to examine your agency's transportation prepayment audit program and policies to verify the performance of the prepayment audit. GSA Office of Government-wide Policy, Transportation Policy Division and GSA Transportation Audits Division may suggest revisions of agencies' audit program or policies.

§102-118.30 Are Government-controlled corporations bound by this part?

This part does not apply to Government-controlled corporations and mixed-ownership Government corporations as defined in 31 U.S.C. 9101(1) and (2).

■ 8. Amend § 102-118.35 by-

a. Revising the definition "Agency"; ■ b. Removing the definition "Agency

claim"; ■ c. Revising the definition "Bill of

lading";

d. Adding, in alphabetical order, the definition "Claim";

■ e. Revising the definitions "Document reference number", "Government bill of lading (GBL)", "Government contractorissued charge card", "Government Transportation Request (GTR)", "Offset", "Overcharge", "Postpayment

audit", "Prepayment audit", and "Rate authority";

f. Removing the definition "Released

g. Revising the definitions "Reparation", "Standard carrier alpha code (SCAC)", "Statement of difference", and "Supplemental bill";

- h. Adding, in alphabetical order, the definition "Transportation";
- i. Revising the definition "Transportation document (TD)";
- j. Removing the definition "Transportation service";
- k. Revising the definition "Transportation service provider (TSP)";
- 1. Removing the definitions "Transportation service provider claim" and "Virtual GBL (VGBL)"; and
- m. Revising the "Note" at the end of the section. The revisions and additions read as follows:

§ 102-118.35 What definitions apply to this part?

Agency means a department, agency, or instrumentality of the United States Government (31 U.S.C. 101).

Bill of lading (BOL), sometimes referred to as a commercial bill of lading, but includes a Government bill of lading (GBL), means the document used as a receipt of goods, a contract of carriage, and documentary evidence of title.

Claim means-

(1) Any demand by an agency upon a transportation service provider (TSP) for the payment of overcharges, ordinary debts, fines, penalties, administrative fees, special charges, and interest; or

(2) Any demand by the TSP for amounts not included in the original bill that the TSP believes an agency owes them. This includes amounts deducted or offset by an agency; amounts previously refunded by the TSP, which is believed to be owed; and any subsequent bills from the TSP resulting from a transaction that was prepayment or postpayment audited by the GSA Transportation Audits Division.

Document reference number (DRN) means the unique number on a bill of lading, Government Transportation Request (GTR), or transportation ticket used to track the movement of shipments and individuals.

Government bill of lading (GBL) means the transportation document used as a receipt of goods, evidence of title, and a contract of carriage for Government international shipments (see Bill of lading (BOL) definition).

Government contractor-issued charge card means the charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee. This is different than a centrally billed account paying for

official travel and transportation related expenses for which the agency is billed.

Government Transportation Request (GTR) (Optional Form 1169)-means a Government document used to procure passenger transportation services from a TSP. The document obligates the Government to pay for transportation services provided and is used when a Government contractor issued charge card is not.

Offset means something that serves to counterbalance or to compensate for something else. These are funds owed to a TSP that are not released by the agency but instead used to repay the agency for a debt incurred by the TSP.

Overcharge means those charges for transportation that exceed those applicable under the executed agreement for services such as bill of lading (including a GBL, contract, rate tender or a GTR).

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Postpayment audit means an audit of transportation billing documents, and all related transportation documents after payment, to decide their validity, propriety, and conformity of rates with tariffs, quotations, agreements, contracts, or tenders. The audit process may also include subsequent adjustments and collection actions taken against a TSP by the Government (31 U.S.C. 3726).

Prepayment audit means an audit of transportation billing documents before payment to determine their validity, propriety, and conformity of rates with tariffs, quotations, agreements, contracts, or tenders (31 U.S.C. 3726).

Rate authority means the document that establishes the legal charges for a transportation shipment. Charges included in a rate authority are those rates, fares, and charges for transportation and related services contained in tariffs, tenders, contracts, bills of lading, and other equivalent

Reparation means a payment to or from an agency to correct an improper transportation billing as determined by a postpayment audit involving a TSP. Improper routing, overcharges, or duplicate payments may cause such improper billing. This is different from a payment to settle a claim for loss and damage.

Standard Carrier Alpha Code (SCAC) is a unique code, typically two to four characters, used to identify transportation companies.

Statement of difference means a statement issued by an agency or its designated audit contractor during a prepayment audit when they determine that a TSP has billed the agency for more than the proper amount for the services. This statement tells the TSP on the invoice, the amount allowed and the basis for the proper charges. The statement also cites the applicable rate references and other data relied on for support. The agency issues a separate statement of difference for each transportation transaction.

Supplemental bill means the bill for services that the TSP submits to the agency for additional payment of the services provided.

Transportation means service involved in the physical movement (from one location to another) of people, household goods, and freight by a TSP or a Third Party Logistics (3PL) entity for an agency, as well as activities directly relating to or supporting that movement. These activities are defined in 49 U.S.C. 13102.

Transportation document (TD) means any executed document for transportation services, such as a bill of lading, a tariff, a tender, a contract, a GTR, invoices, paid invoices, any transportation bills, or other equivalent documents, including electronic documents.

Transportation service provider (TSP) means any party, person, agent, or carrier that provides freight, household goods, or passenger transportation or related services to an agency.

Note to § 102–118.35: 15 U.S.C. 96, et seq., 49 U.S.C. 13102, et seq., and 41 GFR Chapter 302 Federal Travel Regulation defines additional transportation terms not listed in this section.

9. Revise Subpart D to read as follows:

Subpart D—Prepayment Audit of Transportation Services

Sec.

Agency Requirements for a Transportation Prepayment Audit Program

- § 102–118.265 What is a prepayment audit? § 102–118.270 Must my agency establish a transportation prepayment audit program, and how is it funded?
- § 102-118.275 What must my agency consider when developing a transportation prepayment audit program?
- § 102–118,280 Must all transportation payment records, whether they are electronic or paper, undergo a prepayment audit?
- § 102-118,285 What must be included in my agency's transportation prepayment audit program?

Agency Requirements With Transportation Service Providers

- § 102-118.290 Must my agency notify the TSP of any adjustment to the TSP bill?
- § 102-118.295 Does my agency transportation prepayment audit program need to establish appeal procedures?
- §102-118.300 What must my agency do if the TSP disputes the findings and my agency cannot resolve the dispute?
- § 102–118.305 What information must be on all transportation payment records that have completed my agency's prepayment audit?
- §102–118.310 What does the GSA Transportation Audits Division consider when verifying an agency prepayment audit program?
- § 102-118.315 How does my agency contact the GSA Transportation Audits Division?
- § 102–118.320 What action should my agency take if the agency's transportation prepayment audits program changes?

Agency Certifying and Disbursing Officers

- § 102-118.325 Does establishing an agency Chief Financial Officer-approved transportation prepayment audit program change the responsibilities of the certifying officers?
- § 102–118.330 Does a transportation prepayment audit waiver change any liabilities of the certifying officer?
- §102-118.335 What relief from liability is available for the certifying official under a transportation postpayment audit?
- § 102-118.340 Do the requirements of a transportation prepayment audit change the disbursing official's liability for overpayment?
- § 102–118.345 Where does relief from transportation prepayment audit liability for certifying, accountable, and disbursing officers reside in my agency?

Exemptions and Suspensions of the Mandatory Transportation Prepayment Audit Program

- § 102-118.350 What agency has the authority to grant an exemption from the transportation prepayment audit requirement?
- § 102–118.355 How does my agency apply for an exemption from a transportation prepayment audit requirement?
- § 102-118.360 How long will GSA take to respond to an exemption request from a transportation prepayment audit requirement?
- § 102–118,365 Can my agency renew an exemption from the transportation prepayment audit requirements?
- § 102-118.370 Are my agency's prepayment audited transportation documentation subject to periodic postpayment audit oversight from the GSA Transportation Audits Division?
- § 102–118.375 Can GSA suspend my agency's transportation prepayment audit program?

Authority: 31 U.S.C. 3726; 40 U.S.C. 121(c); 40 U.S.C. 501, et seq.; 46 U.S.C. 55305; 49 U.S.C. 40118.

Subpart D—Prepayment Audit of Transportation Services

Agency Requirements for a Transportation Prepayment Audit Program

§ 102-118.265 What is a prepayment audit?

Prepayment audit means a review of transportation documentation before payment to determine their validity, propriety, and conformity of rates with tariffs, quotations, agreements, contracts, or tenders. Prepayment auditing by your agency will detect and eliminate billing errors before payment (31 U.S.C. 3726).

§ 102–118.270 Must my agency establish a transportation prepayment audit program, and how is it funded?

- (a) Yes, under 31 U.S.C. 3726, your agency is required to establish a transportation prepayment audit program. Your agency's Chief Financial Officer (CFO) must approve the prepayment audit program.
- (b) Your agency must pay for the prepayment audit program from those funds appropriated for transportation services.
- (1) Agencies are encouraged to consider using a GSA Transportation Audits Division approved third party electronic payment processor for transportation invoice processing, payment, and prepayment audit. These electronic payment processors are no cost to the agency and are fully compliant with GSA Transportation Audits Division prepayment audit requirements.
- (2) Use of these third party payment processors generally means your agency will not have to provide any additional prepayment or postpayment documentation to GSA Transportation Audits Division.

§ 102–118.275 What must my agency consider when developing a transportation prepayment audit program?

- (a) Your agency's transportation prepayment audit program must consider all of the methods that your agency uses to order and pay for passenger, household goods, and freight transportation to include Government contractor-issued charge cards (see § 102–118.35 for definition Government contractor-issued charge cards).
- (b) Each method of ordering transportation and transportation services for passenger, household goods, and freight transportation may require a different kind of prepayment audit process. The manner in which your agency orders or procures transportation services determines how and by whom

the bill for those services will be presented. Your agency should ensure that each TSP bill or employee travel voucher contains enough information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated.

(c) The prepayment audit cannot be conducted by the same firm providing the transportation services for the agency. If a move manager is being utilized, the move manager may not have any affiliation with or financial interest in the transportation company providing the transportation services for which the prepayment audit is being conducted. Contracts with charge card companies that provide prepayment audit services are a valid option. The agency can choose to—

(1) Create an internal prepayment

audit program;

(2) Contract directly with a prepayment audit service provider;

(3) Use the services of a prepayment audit contractor under GSA's multiple award schedule covering audit and financial management services (SIN 520.10 Transportation Audits); or

(4) Use a Third-Party Payment System or charge card company that includes prepayment audit functions, such as the GSA Center for Transportation Management's PayPort Express.

(d) An appeals process must be established for a TSP to appeal any reduction in the amount billed. It is recommended the agency establish an electronic appeal process that will direct TSP-filed appeals to an agency official for determination of the claim.

(e) A process to ensure that all agency transportation procurement and related documents including contracts and tenders are submitted electronically to GSA Transportation Audits Division.

(f) Use of GSA Transportation Audits Division's Prepayment Audit Program template is recommended (contact Audit.Policy@gsa.gov for a copy of the template). If the template is not used, provide the same information listed on the template to GSA Transportation Audits Division.

§ 102–118.280 Must all transportation payment records, whether they are electronic or paper, undergo a prepayment audit?

Yes, all transportation bills and payment records, whether they are electronic or paper, must undergo a prepayment audit with the following exceptions:

(a) Your agency's prepayment audit program uses a statistical sampling technique of the bills. If your agency chooses to use statistical sampling, all bills must be

(1) At or below the Comptroller General specified limit of \$2,500.00 (31 U.S.C. 3521(b)); and

(2) In compliance with the U.S. Government Accountability Office Using Statistical Sampling (GAO/PEMD-10.1.6), Rev. 1992, Chapter 7 Random Selection Procedures obtainable from http://www.gao.gov; or

(b) The Administrator of General Services grants your agency a specific exemption from the prepayment audit requirement which may include bills determined to be below your agency's threshold, mode or modes of transportation, or for an agency or subagency.

§ 102-118.285 What must be included in an agency's transportation prepayment audit program?

The agency prepayment audit

program must include-

(a) The agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division;

(b) Compliance with the Prompt Payment Act (31 U.S.C. 3901, et seq.);

(c) Assurance that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated;

(d) Verification of all transportation bills against filed rates and charges

before payment;

(e) A process to forward all transportation documentation (TD) monthly to the GSA Transportation Audits Division.

(1) GSA Transportation Audits Division can provide your agency a Prepayment Audit Program with a monthly reporting template upon request at Audit.Policy@gsa.gov (see § 102–118.35 for definition TD).

(2) In addition to the requirements for agencies to maintain transportation records, GSA will store paid transportation bills in accordance with the General Records Schedule 9, Travel and Transportation (36 CFR 1228.22). GSA will arrange for storage of any document requiring special handling, such as bankruptcy and court cases. These bills will be retained pursuant to 44 U.S.C. 3309 until claims have been settled:

(f) Establish procedures in which transportation bills not subject to prepayment audit, such as bills for unused tickets and charge card billings, are handled separately and are also forwarded monthly to the GSA Transportation Audits Division;

(g) A minimum dollar threshold for transportation bills subject to audit;

(h) A statement in a cost reimbursable contracts contract or rate tender that the contractor shall submit to the address and in the electronic format identified for prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Cost reimbursable contractors shall only submit for audit bills of lading with freight shipment charges exceeding \$100.00. Bills under \$100.00 shall be retained on-site by the contractor and made available for on-site Government audits (Federal Acquisition Regulation (FAR) 52.247-67);

(i) Require your agency's paying office to offset, if directed by GSA's Transportation Audits Division, debts from amounts owed to the TSP within the 3 years (31 U.S.C. 3726(b));

(j) A process to ensure complete and accurate audits of all transportation bills and notification to the TSP of any adjustment within 7 calendar days of

receipt of the bill;

(k) An appeals process as part of the approved prepayment audit program for a TSP to appeal any reduction in the amount billed. Refer to § 102–118.295 for details regarding the appeals process.

(l) Accurate notices and agency procedures for notifying the TSPs with a detailed description of the reasons for any full or partial rejection of the stated charges on the invoice. Refer to § 102–118.290 for notice requirements; and

(m) A unique agency numbering system to handle commercial paper and practices (see § 102–118.55 for information on administrative procedures your agency must establish).

Agency Requirements With Transportation Service Providers

§102-118.290 Must my agency notify the TSP of any adjustment to the TSP bill?

- (a) Yes, your agency must notify the TSP of any adjustment to the TSP bill either electronically or in writing within seven calendar days of the agency receipt of the bill.
 - (b) This notice must include:(1) TSP's bill number;
 - (2) Agency name;
 - (3) TSP's TIN;
 - (4) SCAC;
 - (5) DRN;
 - (6) Date invoice submitted;
 - (7) Amount billed;
- (8) Date invoice was approved for payment;
- (9) Date and amount agency paid;(10) Payment location number and agency organization name;

(11) Payment voucher number;

(12) Complete contract, tender or tariff authority, including item or section number:

(13) Reason for the adjustment; and

(14) Complete information on the

agency appeal process.
(c) A TSP must submit claims to the agency within three years under the guidelines established in subpart F, Claims and Appeals Procedures, of this

§ 102-118.295 Does my agency transportation prepayment audit program need to establish appeal procedures?

Yes, your agency must establish, in the approved prepayment audit program, an appeals process for a TSP to appeal any reduction in the amount billed. It is recommended the agency establish an electronic appeal process that will direct TSP-filed appeals to an agency official for determination of the claim. Your agency must complete the review of the appeal and inform the TSP of the agency determination within 30 calendar days of the receipt of the appeal, either electronically or in writing.

§102-118.300 What must my agency do if the TSP disputes the findings and my agency cannot resolve the dispute?

(a) If your agency is unable to resolve the disputed amount with the TSP, your agency must submit, within 30 calendar days, all relevant transportation documentation associated with the dispute, including a complete billing history and the appropriation or fund charged, to GSA Transportation Audits Division by email at Audit.Policy@ gsa.gov, or by mail to: U.S. General Services Administration, 1800 F St. NW., 3rd Floor, Mail Hub 3400, Washington, DC 20405.

(b) The GSA Transportation Audits Division will review the appeal of an agency's final, full, or partial denial of a claim and issue a decision within 30 calendar days of receipt of appeal.

(c) A TSP must submit claims to the agency within three years under the guidelines established in subpart F of this part.

§ 102-118.305 What information must be on all transportation payment records that have completed my agency's prepayment audit?

- (a) The following information must be annotated on all transportation payment records, electronically or on paper, that have completed your agency's prepayment audit and for submission to GSA Transportation Audits Division:
- (1) The date the bill was received from a TSP;
 - (2) A TSP's invoice number;

- (3) Your agency name;
- (4) DRN:
- (5) Amount billed;
- (6) Date invoice was approved for payment;
 - (7) Date and amount agency paid;
- (8) Payment location code number and office or organization name;
 - (9) Payment voucher number;
- (10) Complete contract, tender or tariff authority, including item or section number;
 - (11) The TSP's TIN;
 - (12) The TSP's SCAC;
- (13) The auditor's authorization code or initials; and
- (14) A copy of any statement of difference and the date it was sent to the
- (b) Your agency can find added guidance in the "U.S. Government Freight Transportation Handbook." This handbook is located at www.gsa.gov/ transaudits.

§ 102-118.310 What does the GSA Transportation Audits Division consider when verifying an agency prepayment audit

GSA Transportation Audit Division bases verification of agency prepayment audit programs on objective costsavings, paperwork reductions, current audit standards, and other positive improvements, as well as adherence to the guidelines listed in this part.

§102-118.315 How does my agency contact the GSA Transportation Audits Division?

Your agency may contact the GSA Transportation Audits Division at Audit.Policy@gsa.gov.

§ 102-118.320 What action should my agency take if the agency's transportation prepayment audit program changes?

- (a) If your agency's transportation prepayment audit program changes in any way to include changes in prepayment auditors, your agency must submit the CFO-approved revised transportation prepayment audit program to GSA Transportation Audits Division via email at Audit.Policy@ gsa.gov, Subject line: Agency PPA-Revised.
- (b) If GSA determines the agency's approved plan is insufficient, GSA will contact the agency CFO to inform of the prepayment audit program deficiencies and request corrective action and resubmission to GSA Transportation Audits Division.

Agency Certifying and Disbursing Officers

§ 102-118.325 Does establishing an agency Chief Financial Officer-approved transportation prepayment audit program change the responsibilities of the certifying officers?

No, in a prepayment audit program, the official certifying a transportation voucher is held liable for verifying transportation rates, freight classifications, and other information provided on a transportation billing instrument or transportation request undergoing a prepayment audit (31 U.S.C. 3528).

§ 102-118.330 Does a transportation prepayment audit waiver change any liabilities of the certifying officer?

Yes, a certifying official is not personally liable for verifying transportation rates, freight classifications, or other information provided on a bill of lading or passenger transportation request when the Administrator of General Services or designee waives the prepayment audit requirement and your agency uses postpayment audits.

§ 102-118.335 What relief from liability is available for the certifying official under a transportation postpayment audit?

The agency counsel relieves a certifying official from liability for transportation overpayments in cases

- (a) Postpayment is the approved method of auditing;
- (b) The overpayment occurred solely because the administrative review before payment did not verify transportation rates; and
- (c) The overpayment was the result of using improper transportation rates or freight classifications or the failure to deduct the correct amount under a land grant law or agreement.

§ 102-118.340 Do the requirements of a transportation prepayment audit change the disbursing official's liability for overpayment?

No, the disbursing official has a liability for overpayments on all transportation bills subject to prepayment audit (31 U.S.C. 3322).

§ 102-118.345 Where does relief from transportation prepayment audit liability for certifying, accountable, and disbursing officers reside in my agency?

Your agency's counsel has the authority to relieve liability and give advance opinions on liability issues to certifying, accountable, and disbursing officers (31 U.S.C. 3527).

Exemptions and Suspensions of the Mandatory Transportation Prepayment Audit Program

§102–118.350 What agency has the authority to grant an exemption from the transportation prepayment audit requirement?

Only the Administrator of General Services or their designee has the authority to grant an exemption for a specific time period from the prepayment audit requirement. The Administrator may exempt bills, a particular mode or modes of transportation, or an agency or subagency from a prepayment audit and verification and in lieu thereof require a postpayment audit, based on cost effectiveness, public interest, or other factors the Administrator considers appropriate (31 U.S.C. 3726(a)(2)).

§ 102–118.355 How does my agency apply for an exemption from a transportation prepayment audit requirement?

Your agency must submit a request for an exemption from the requirement to perform transportation prepayment audits by email to Audit.policy@gsa.gov, Subject Line: Prepayment Audit Exemption Request. The agency exemption request must explain in detail why the request is submitted based on cost effectiveness, public interest, or other factors the Administrator considers appropriate, such as transportation modes, dollar thresholds, adversely affecting the agency's mission, or is not feasible (31 U.S.C. 3726(a)(2)).

§102–118.360 How long will GSA take to respond to an exemption request from a transportation prepayment audit requirement?

GSA will respond to the exemption from the transportation prepayment audit requirement request within 180 calendar days from the date of receipt.

§ 102–118.365 Can my agency renew an exemption from the transportation prepayment audit requirements?

It may be possible for your agency to be granted a prepayment audit exemption extension. Your agency must submit a request for the extension to GSA Transportation Audits Division at least six months in advance of the current exemption expiration.

§ 102–118.370 Are my agency's prepayment audited transportation documentation subject to periodic postpayment audit oversight from the GSA Transportation Audits Division?

Yes. All your agency's prepayment audited transportation documents are subject to the GSA Transportation Audits Division postpayment audit oversight. Upon request, GSA
Transportation Audits Division will
provide a report analyzing your agency's
prepayment audit program.

§ 102–118.375 Can GSA suspend my agency's transportation prepayment audit program?

(a) Yes. The Director of the GSA Transportation Audits Division may suspend your agency's transportation prepayment audit program until the agency corrects their prepayment audit program deficiencies. This suspension may be in whole or in part. If GSA suspends your agency's transportation prepayment audit and GSA assumes responsibility for auditing an agencies prepayment audit program, the agency will reimburse GSA for the expense.

(b) This suspension determination is based on identification of a systematic or frequent failure of the agency's transportation prepayment audit program to—

(1) Conduct a prepayment audit of your agency's transportation bills; and/

(2) Abide by the terms of the Prompt Payment Act (31 U.S.C. 3901, et seq.);

 (3) Adjudicate TSP claims disputing prepayment audit positions of the agency regularly within 30 calendar days of receipt;

(4) Follow Comptroller General decisions, Civilian Board of Contract Appeals decisions, the Federal Management Regulation and GSA instructions or precedents about substantive and procedure matters; and/

(5) Provide information and data or to cooperate with on-site inspections necessary to conduct a quality assurance review.

■ 10. Revise Subpart E to read as follows:

Subpart E—Postpayment Transportation Audits

Sec

§ 102-118.400 What is a transportation postpayment audit?

§ 102-118.405 Who conducts a transportation postpayment audit?

§ 102–118.410 If agencies perform the mandatory transportation prepayment audit, will this eliminate the requirement for a transportation postpayment audit conducted by GSA?

§ 102-118.415 Can the Administrator of General Services exempt the transportation postpayment audit requirement?

§ 102–118.420 Is my agency allowed to perform a postpayment audit on our transportation documents?

§ 102-118.425 Is my agency required to forward all transportation documents to the GSA Transportation Audits Division, and what information must be on these documents?

§ 102-118.430 What is the process the GSA Transportation Audits Division employs to conduct a postpayment audit?

§ 102–118.435 What are the transportation postpayment audit roles and responsibilities of the GSA Transportation Audits Division?

§ 102–118.440 Does my agency pay for a transportation postpayment audit conducted by the GSA Transportation Audits Division?

§ 102–118.445 How do I contact the GSA Transportation Audits Division?

Subpart E—Postpayment Transportation Audits

§ 102–118.400 What is a transportation postpayment audit?

Postpayment audit means an audit of transportation billing documents after payment to decide their validity, propriety, and conformity of rates with tariffs, quotations, agreements, contracts, or tenders. The audit may also include subsequent adjustments and collection actions taken against a TSP by the Government (31 U.S.C. 3726).

§ 102-118.405 Who conducts a transportation postpayment audit?

The Administrator of General Services (GSA) has a congressionally mandated responsibility under 31 U.S.C. 3726 to perform oversight on transportation bills. The GSA Transportation Audits Division accomplishes this oversight by conducting postpayment audits of all agencies' transportation bills.

§ 102–118.410 If agencies perform the mandatory transportation prepayment audit, will this eliminate the requirement for a transportation postpayment audit conducted by GSA?

No, agency compliance to the mandatory transportation prepayment audit does not eliminate the requirement of the transportation postpayment audit conducted by GSA (31 U.S.C. 3726).

§ 102–118.415 Can the Administrator of General Services exempt the transportation postpayment audit requirement?

Yes. The Administrator of General Services or designee may exempt, for a specified time, an agency or subagency from the GSA transportation postpayment audit oversight requirements of this subpart. The Administrator can also exempt modes (31 U.S.C. 3726).

§ 102–118.420 Is my agency allowed to perform a postpayment audit on our transportation documents?

No. Your agency may not perform a transportation postpayment audit unless granted an exemption and specifically directed to do so by the Administrator in lieu of a prepayment audit. Whether such an exemption is granted or not, your agency must forward all transportation documents (TD) to GSA for postpayment audit (see § 102–118.35 for definition TD).

§ 102–118.425 Is my agency required to forward all transportation documents to GSA Transportation Audits Division, and what information must be on these documents?

(a) Yes, your agency must provide all TDs to GSA Transportation Audits Division (see § 102–118.35 for definition

TD).

(b) The following information must be annotated on all TDs and bills that have completed your agency's prepayment audit for submission to GSA Transportation Audits Division:

(1) The date the bill was received

from a TSP;

(2) A TSP's invoice number;

(3) Your agency name;

(4) A DRN;

(5) Amount billed;

(6) Date invoice was approved for payment;

(7) Payment date and amount agency

paid;

(8) Payment location code number and office name;

(9) Payment voucher number; (10) Complete contract, tender, or tariff authority, including item or section number;

(11) The TSP's TIN; (12) The TSP's SCAC;

(13) The auditor's full name, email address, contact telephone number, and authorization code; and

(14) A copy of any statement of difference sent to the TSP.

- (c) Your agency can find additional guidance in the "U.S. Government Freight Transportation Handbook." This handbook is located at www.gsa.gov/ transaudits.
- § 102–118.430 What is the process the GSA Transportation Audits Division employs to conduct a postpayment audit?

The GSA Transportation Audits Division

(a) Audits select TSP bills after payment;

(b) Audits select TSP bills before payment as needed to protect the Government's interest;

 (c) Examines, settles, and adjusts accounts involving payment for transportation and related services for the account of agencies;

(d) Adjudicates and settles transportation claims by and against

agencies;

(e) Offsets an overcharge by any TSP from an amount subsequently found to be due that TSP;

(f) Issues a Notice of Overcharge stating that a TSP owes a debt to the agency. This notice states the amount paid and the basis for the proper charge for the document reference number (DRN), and cites applicable contract, tariff, or tender, along with other data relied on to support the overcharge; and (g) Issues a GSA Notice of

(g) Issues a GSA Notice of Indebtedness when a TSP owes an ordinary debt to an agency. This notice states the basis for the debt, the TSP's rights, interest, penalty, and other results of nonpayment. The debt is due immediately and is subject to interest charges, penalties, and administrative cost under 31 U.S.C. 3717.

§ 102–118.435 What are the transportation postpayment audit roles and responsibilities of the GSA Transportation Audits Division?

(a) The GSA Transportation Audits Division role is to perform the oversight responsibility of transportation prepayment and postpayment granted to the Administrator. The GSA Transportation Audits Division will—

(1) Examine and analyze transportation documents and payments to discover their validity, relevance and conformity with tariffs, quotations, contracts, agreements, or tenders and make adjustments to protect the interest of an agency;

(2) Examine, adjudicate, and settle transportation claims by and against the

agency;

(3) Collect from TSPs by refund, setoff, offset, or other means, the amounts determined to be due the agency;

(4) Adjust, terminate, or suspend debts due on TSP overcharges;

(5) Prepare reports to the Attorney General of the United States with recommendations about the legal and technical bases available for use in prosecuting or defending suits by or against an agency and provide technical, fiscal, and factual data from relevant records;

(6) Provide transportation specialists and lawyers to serve as expert witnesses; assist in pretrial conferences; draft pleadings, orders, and briefs; and participate as requested in connection with transportation suits by or against an agency;

(7) Review agency policies, programs, and procedures to determine their adequacy and effectiveness in the audit of freight or passenger transportation payments, and review related fiscal and transportation practices;

(8) Furnish information on rates, fares, routes, and related technical data upon request;

(9) Inform an agency of irregular shipping routing practices, inadequate commodity descriptions, excessive transportation cost authorizations, and unsound principles employed in traffic and transportation management; and

(10) Confer with individual TSPs or related groups and associations presenting specific modes of transportation to resolve mutual problems concerning technical and accounting matters, and providing information on requirements.

(b) The Administrator of General Services may provide transportation audit and related technical assistance services, on a reimbursable basis, to any other agency. Such reimbursements may be credited to the appropriate revolving fund or appropriation from which the expenses were incurred (31 U.S.C. 3726(j)).

§102–118.440 Does my agency pay for a transportation postpayment audit conducted by the GSA Transportation Audits Division?

The GSA Transportation Audits
Division does not charge agencies a fee for conducting the transportation postpayment audit. Transportation postpayment audits expenses are financed from overpayments collected from the TSP's bills previously paid by the agency and similar type of refunds. However, if a postpayment audit is conducted in lieu of a prepayment audit at the request of an agency, or if there are additional services required, GSA may charge the agency.

§102–118.445 How do I contact the GSA Transportation Audits Division?

You may contact the GSA Transportation Audits Division by email at Audit.Policy@gsa.gov.

[FR Doc. 2016-22609 Filed 9-21-16; 8:45 am] BILLING CODE 6820-14-P

FEDERAL COMMUNICATIONS COMMISSION

47 CFR Part 73

[MB Docket No. 16-182; RM-11770; DA 16-1007]

Radio Broadcasting Services; Eagle Butte, South Dakota

AGENCY: Federal Communications Commission. ACTION: Final rule.

SUMMARY: At the request of the Cheyenne River Sioux Tribe, the Audio Division amends the FM Table of Allotments, by allotting Channel 228C1 at Eagle Butte, South Dakota, as the first local Tribal-owned service. A staff engineering analysis indicates that

MEMORANDUM OF AGREEMENT

BETWEEN

THE DEPARTMENT OF COMMERCE (DOC/ITA)

AND

THE DEPARTMENT OF STATE (DOS)

I. AUTHORITY AND PURPOSE

- A. Authority. The Department of Commerce (DOC/ITA) is authorized to enter into this interagency agreement to utilize the transportation services of the Department of State (DOS) using the authorities found in the U.S. Code, Title 31, Subtitle II, Chapter 15, Subchapter III, Section 1535. Agency Agreements.
- B. Purpose. DOC/ITA wishes to obtain freight forwarding services from the DOS

II. REQUESTED GOODS AND SERVICES

- A. Background. DOC/ITA uses DOS freight-forwarding services to provide transportation services for its employees going to or returning from overseas.
- B. Scope of Work. DOS will provide freight forwarding services to facilitate the movement of personal property of DOC/ITA employees from the U.S. to points worldwide and return to the U.S. This agreement applies to freight forwarding services for the shipment of personal property and supplies. The DOS Transportation and Travel Management Division and Despatch Agencies will provide the following freight forwarding services: (1) preparing paperwork and the booking of export shipments of personal property and official supplies from points within the U.S. to points overseas; and (2) preparing paperwork for receipt, customs clearance and forwarding shipments of personal property and official supplies to locations in the U.S.

III. FUNDING FOR FREIGHT FORWARDING SERVICES

A. Cost of Freight Forwarding Services. The existing operating system for freight forwarding is the State Transportation and Tracking System (STATS). STATS charges for freight forwarding services are based on the actual packing and shipping costs charged by and paid to the packers and carriers. STATS will be replaced on a phased implementation schedule by the Integrated Logistic Management Transportation Subsystem (ILMS-T) beginning in February 2006. Charges for freight forwarding services in ILMS-T will be an aggregate rate (standard rate) determined primarily based on what is being shipped, the shipping route and the mode of transportation. The purpose of the aggregate rate is to improve the accuracy of customer obligation estimates for

freight forwarding services, simplify the charging process and expedite the reconciliation of accounts. The aggregate rate is a single charge per pound that will be charged to the customer one time at the beginning of the shipping process. The charges for personal effects and supply shipments will occur at the time the packer determines the final weight of the shipment, DOC/ITA will see two charges for outbound shipments. The first charge will be an all-inclusive aggregate rate billing for DOS freight forwarding services from the place of shipment origination to the place of debarkation. The second charge will cover services provided by the DOS Post from place of debarkation to final destination. DOC/ITA will see two charges for inbound shipments. The first charge will cover services provided by the DOS Post from the place of shipment origination to the Despatch Agency that will arrange for shipment to the final destination. The second charge will be an all inclusive aggregate rate charge for DOS freight forwarding services provided by the Despatch Agency that will arrange for shipment to the final destination. A comprehensive briefing is available upon request that covers the use of the aggregate rate for different types of shipments, routes and modes. Because of the phased implementation of ILMS-T, DOD will receive a mix of billings, some generated in STATS and some generated in ILMS-T, until ILMS-T is fully implemented.

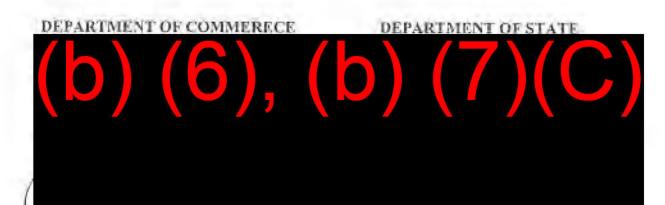
B. Funding Alternatives for Freight Forwarding Services.

- 1. Direct Citation of DOC/ITA Allotment Fiscal Data. With the implementation of ILMS/T, the DOS Bureau of Resource Management, Global Financial Services (RM/GFS) will begin a new procedure for processing charges for the shipment of personal effects and supplies to or from DOC/ITA destinations. Should DOC/ITA provide funding by direct citation of DOC/ITA allotment fiscal data. DOC/ITA will no longer receive charges for freight forwarding services via IPAC (Intra-governmental Payment and Collection) or the SF 1080 (Voucher for Transfer Between Appropriations and/or Funds). Instead, the charges will be automatically processed through the DOS Regional Financial Management System (RFMS) and will be reported via the Treasury's 1221 process. DOC/TTA will be able to readily identify these charges, as the voucher document number will begin with 993. The RFMS Voucher Auditor Detail Report (VADR) will serve as the accounting trailer record detail supporting each charge to the DOC/ITA accounts. The charges will reference the DOC/ITA allotment and obligation number as cited on the request for services submitted by the DOC/ITA allotment holder. The DOC/ITA allotment holder, requesting the services, must ensure that an obligation has been established and that sufficient funds are available to cover the cost of the freight forwarding service requested. The obligation should include an estimated amount sufficient to cover the cost, determined by using the appropriate DOS Aggregate Rate Table. The DOS point of contact for the Treasury's 1221 process is in the Bureau of Resource Management (RM/GFS/F/AO) at telephone (b) (6), (b) (7)(0)
- 2. Interagency Reimbursable Order, Should DOC/ITA provide reimbursement via an interagency reimbursable order, DOS will administer the funds it receives under this agreement in accordance with the requirements of the Federal Agency Accounting Principles and Standards and ensure that it complies with all statutory requirements or other restrictions on the expenditure of the funds provided in accordance with this agreement. If DOS forecasts at any time that its actual costs under this agreement may

exceed the amount of funds available, it shall promptly notify DOC/ITA of the amount of additional funds necessary to complete the work. DOC/ITA shall either provide the additional funds to DOS or require that the scope of work be limited to that which can be paid for by the advanced funds or direct termination of the work under this agreement. The DOS will provide the DOC/ITA program official and the Chief Financial Officer with quarterly financial reports showing the status of amounts advanced, obligated and disbursed in a format comparable to the budget elements provided in the interagency reimbursable order. These reports will be submitted no later than 30 days after the close of the quarter.

IV. PERIOD OF THE AGREEMENT

This MOA is effective on the date signed and will remain in effect until terminated on a date mutually agreed to by both agencies. This MOA is subject to review at any time by either agency upon the written request of either agency. Changes agreed to by both agencies resulting from reviews will be documented, sequentially numbered, signed by both agencies, and will become a permanent part of this agreement. DOC/ITA or DOS may terminate this agreement with 90 days written notice to the other agency with the understanding that DOC/ITA and DOS will participate in the orderly completion of any in-transit shipments and termination of future services.



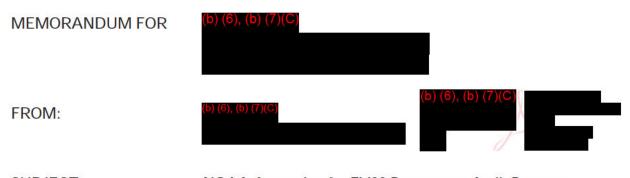
vote: We are opting to use the "Direct Citation" alternative is described in paragraph

B I of this Menomandum

of Agreement. Thanks.

(b) (6), (b) (7)(C)





SUBJECT: NOAA Attestation for FY20 Prepayment Audit Program

Attached to this memorandum is the National Oceanic & Atmospheric Administration Prepayment Audit Program for FY20. As requested by the Department, we have reviewed the details of our program to ensure compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight transportation cost.

I attest to the completeness and accuracy of the attached Prepayment Audit as presented. Furthermore, all supporting documents are filed in a central location and will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Thank you.



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are

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	any questions regarding the completion of this template, we can be contacted at						
PA	audit.policy@gsa.gov. RT I:						
	Department : DEPARTMEN	T OF COMMERCE					
В.	(Example: Department of Homeland Security)						
C.	(Example: FEMA, TSA, FLETC) Address 7600 Sand Point Way NE	E, Seattle, WA 98115					
D.		ency Bureau Code (ABC). Example: If you entire organization such as 47000000 . If y organization as seen below):					
	ALC	Department/Agency	AGENCY/BUREAU				
	Ex -70004001	Department of Homeland Security	FEMA				
	13-14-0001	Department of Commerce	NOAA				
	POC Name: (b) (6), (b) (7)(C) (The POC should be a person tha	Title: \(\begin{align*}	<u> </u>				

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$2,271,824,32
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III. Third party payment system (TPPS); (provide system name, i.e. Syncada, etc...) Internal Audit

	Drogram	(addross	alamanta	listed in	DADT	111
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Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 ✓ Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program
	Water/Ocean Note - Codified at 46 USC 55305 Cargo Preference Act of 1954 ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report in TAMS.gsa.gov , subject: PPA Monthly Report fieldst must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: ✓ The agency POC ✓ An auditor (Provide the name of the Auditor) TAMS TAMS
5. All agencies are required to submit Monthly, by the 15th, electronically via TAMS.gsa.gov or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): mail CD TAMS
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
The Western Operations Branch has secured the required signature
(b). Comply with the Prompt Payment Act Freight Transportation bills are audited within 5 calendar days of receipt. Bills are processed within 7 days after audit is completed. Payments are disbursed within 72 hours after payment processing. The Financial system ensures compliance with the Prompt Payment Act for all payments.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each bill received in the Western Operations Branch is reviewed to ensure it is in compliance with GSA Tenders, includes all required supporting documentation, has been calculated properly and all additional services have been identified and supported.
(d). Verify all transportation bills against filed rates and charges before payment;
All charges are verified using the GSA-01/GSA 500A Rate Tender or applicable tariff rate in cases where the GSA-01/GSA500a is
not applicable.
(e). Forward all transportation documentation monthly to the GSA Audit Division; All transportation documents are forwarded to the GSA Audit Division as required.

f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused ickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable, documents are forwarded by SATO.	
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;	
We do not have a large volume of transportation bills; therefore, NOAA has not established a minimum dollar threshold for invoice	es. All
transportation invoices received in our office are subject to audit.	
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to address and in the electronic format identified for the prepayment audit, transportation documents which show the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained be contractor and made available for the on-site Government audits.	nat the by the
In any contract where freight charges are paid by NOAA, the transportation office order orders the services, certified receipt and submit complete certified documents to the WOB for audit and payment. The contractors do not submit invoices directly to our office.	ts the
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the within the 3 years; The Western Operations Branch has the capability to process any offsets required by the GSA Audit Division.	TSP
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TS adjustment within 7 calendar days of receipt of the bill; All transportation bills received for NOAA are audited within 5 calendar (business) days of reciept. If errors are found, a Statement of Differences is in within 48 hours often the audit is completed.	
within 48 hours after the audit is completed.	
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction amount billed;	in the
NOAA will follow the GSA appeals/dispute process in accordance wiht CFR 102-118 - Subpart F.	
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.	
A detailed correction notice is emailed to the TSP and the individual that certified the invoice when errors are found. They are is	ssued
48 hours after the audit is completed which is within 7 days of receipt.	
(m). Implement a unique agency numbering system to handle commercial paper and practices.	
Bill of lading (B/L) numbers are generated manually. Each office which procures transportation services has been issued a separate set	of B/L
at the beginning of the fiscal year. The numbering system includes the agency and location identifier, fiscal year and sequencial numbers	umber.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on	he
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 17September2021	
(b) (6), (b) (7)(C) ype or Print (Highest agency level budget or financial office) Title Signature (Highest agency level budget or financial office)	

	Date
dditional Information:	
For GSA use only	
Approved (see comments below)	
nments (GSA schedule and/or third party contract effective dates, etc	
nature GSA Approval Authority — Date —	g

U. S. Department of Commerce - NOAA
Office of the Chief Financial Officer
Finance Office

GSA Prepayment Audit Program

September 2021

Introduction

A transportation prepayment audit means a review of transportation documentation before payment to determine their validity, propriety, and conformity of rates with tariffs, quotations, agreements, contracts, or tenders. The purpose of prepayment auditing by an agency is to detect and eliminate billing errors before payment (31 U.S.C. 3726). In accordance with 31 U.S.C. 3726 & 41 CFR 102-118.270, all agencies are required to establish a Transportation Prepayment Audit Program and provide an update to the plan every three years. The Department's Travel Management Division requires approval of the Prepayment Audit Process by the agency's Chief Financial Officer.

Permanent Change of Station (PCS)

Once a PCS is authorized for NOAA personnel, the appropriate NOAA Line Office orders transportation of household goods and related transportation services (e.g., packing, storage), and freight with a purchase order, a Government bill of lading, or both. Each method of ordering transportation and transportation services for passenger, household goods, and freight transportation requires a prepayment audit. For household goods transportation GSA authorizes agencies to utilize the services of a transportation service provider (TSP). GSA also requires the TSP to contract with a vendor to perform the prepayment audits on all transportation invoices. NOAA's TSP is Berger Management Solutions, and the vendor that it contracts with to perform prepayment audits transportation invoices is KLM Solutions LLC.

Because Berger through KLM takes care of prepayment audits of invoices related to transportation of household goods, POVs, etc., NOAA's transportation prepayment audit process is exclusive to Government bills of lading, freight invoices, and is carried out at the Seattle location. This office is responsible for payment processing on household goods and POV transportation invoices submitted after KLM Solutions LLC performs the prepayment audit.

Freight Transportation

NOAA Line Offices procure freight transportation when needed. The Line Offices utilize an internal numbering system which generates freight bills of lading numbers. The numbering structure includes the agency number, fiscal year and sequence number. The fifth digit is the location identifier and changes depending on which office issues the bill of lading. This information is transmitted to the TSP when the order is placed. The numbering structure is as follows:

- Characters 1-2 designate the U. S. Department of Commerce agency code
- Characters 3-4 designate the NOAA bureau code
- Character 5 designates the office location
- Characters 6-7 designates the fiscal year
- Characters 8-11 are the sequence numbers
- Character 12 designates the shipment type

Once the freight has been shipped, commercial carriers submit their invoice to the Line Office which ordered the service. At the Line Office, the COR or designated personnel validates, and

certifies the bill for payment, and submits it to NOAA Finance Office Seattle location for the prepayment audit and payment processing. The validation ensures:

- The price is fair and reasonable;
- Terms and conditions are referenced;
- Fees are paid based on the delivery costs,
- Price/cost match carrier invoice
- The billing documents match the manual BOL number issued
- All supporting documentation is provided.
- Ensuring a complete public voucher with BOL number
- Block 34 is completed
- Billable weight allowed and estimated weight
- Correct address
- The type and quantity of additional services is clearly defined

Receipt of Freight Transportation Invoices

All hard-copy transportation invoices are received in the central bill of lading email box (gblwob@noaa.gov). A NOAA Finance Office FMS reviews the email box twice daily. Each transportation package is date stamped upon receipt with the time, date and initials of the person that downloaded the invoice. Each transportation invoice is entered on the auditing spreadsheet to ensure all documents are accounted for.

If corrections are required, the FMS annotates the corrections on the audit spreadsheet and return the bill within 48 hours along with the Statement of Difference form (attached) for correction. If no corrections are required, the FMS notes that the bill is correct on the spreadsheet (see the attached freight prepayment audit workflow). Payment is not submitted for processing until the invoice package presented has been confirmed to be proper and correct.

Prepayment Audit Process

The pre-payment audit is performed prior to payment of the invoice to verify TSP invoices for correctness which includes rates and freight classification. The audit compares the charges on the invoice against the charges permitted under the contract, any quotes received, rate of tender, or other agreement under the TSP provided services.

In accordance with Federal Management Regulation (FMR), and CFR 102-118.330 all freight transportation bills are verified against filed tariff rates, and charges before payment is approved. Documents that are approved for payment are required to be audited for complete supporting documentation, compliance with payment and transportation rules, conformity with tariffs and schedules, and verified against filed rates.

The NOAA Finance Office conducts a line item audit of all transportation billings and any supplemental billing for services performed. When an invoice is received at the finance office, the signature from the transportation contact point must be visible. The FMS ensures transportation bills are examined for validity, propriety, and conformity of charges.

Payment validation and compliance includes:

Determining shipment is valid

Validating rates, services, math calculations

Identifying inappropriate assessorial charges

Reviewing for service failures

Verifying weights and weight adjustment; reviewing weigh tickets

Checking fuel surcharges

Ensuring no unauthorized services have been billed

Checking for duplicate payments and/or charges (origin/destination)

Reviewing SIT Charges

Verifying tender/Rate Alteration

Verifying freight class

The FMS verifies that transportation bills submitted have a completed SF-1113 attached and the following data is provided:

- 1. Transportation service provider information
- 2. Bill number
- 3. Ensuring that government agency name is annotated
- 4. Amount billed with verification signature
- 5. Proper tender or tariff authority number which shall include item or section number
- 6. Transportation service providers Standard Carrier Alpha Code (SAC)
- 7. Transportation service providers Tax payer Identification Number (TIN)
- 8. Tare and Gross Weight tickets are validated inventory to weight is reviewed
- 9. Storage charges, if applicable
- 10. Mileage calculations
- 11. Service authorized as opposed to service performed
- 12. Government Bill of Lading

Invoices are also checked for errors by matching the costs on the front page with the supporting documentation.

Validating Charges

The following references, regulations and documentation are applicable to the audit of transportation invoices:

- The GSA Household Goods Tender of Service
- Standard Tender of Services (STOS)
- U. S. Government Freight Transportation Handbook
- Access to Transportation Management Services Solution (TMSS)
- 31 U.S. C. Chapter 29 Prompt Payment Act
- 31 U. S. C 3726

- Comptroller General Decisions
- GSA Federal Management Regulation
 - Sub Chapter D Transportation Part 102-117
 - Sub Chapter D Transportation Payment and Audit Part 102.118

Each bill is reviewed to determine which contract or rate tender is applicable and the type and quantity of any additional services are clearly delineated. Bills of lading are checked against the Do Not Pay database to ensure payments are not made erroneously. Upon completion of audit, the FMS indicates on the first page of the transportation bill the amount approved for payment along with their signature. Supporting documentation must be complete and included with the invoice package.

Payment Processing

The NOAA Finance Office processes payments for all transportation documents issued from the Line Offices. Payments for transportation services are paid by electronic funds transfer through our accounting system.

Payments are recorded in the accounting system using the bill of lading number. The B/L number is entered in the invoice field to eliminate duplicate payments and to account for all expenditures against the particular bill of lading. All transportation billing records are maintained by the finance office for 3 years and archived for 7 years.

Prompt Pay

The NOAA Finance Office complies with the provisions of the Prompt Payment Act. Within seven calendar days of receiving the TSP's bill, the prepayment audit is completed. Properly submitted transportation invoices are paid in accordance with the Prompt Payment Act (PPA). Transportation services are paid by electronic funds transfer (EFT). The properly prepared invoice shall contain the following:

- 1. Vendor's name
- 2. Invoice date (date stamped or date logged to compute the payment due date)
- 3. Contract number or delivery authorization
- 4. Vendor invoice/account number
- 5. Description price and quantity
- 6. Shipping and payment terms (unless provided in a contract)
- 7. Taxpayer identification number (TIN)
- 8. Banking information

Minimum dollar threshold

Due to the small amount of transportation bills received, a minimum dollar threshold has not been established. All invoices submitted for payment are audited.

Post Payment Audits

Each month all transportation invoices which were reviewed and processed are sent to the GSA for post-payment audit.

Adjustments

The FMS contacts the TSP with any questions during prepayment auditing within seven calendar days of receipt. The TSP is advised of any adjustment in writing using the Statement of Difference, notification is electronic. The FMS maintains a record of adjustments on a spreadsheet for prepayment audit transactions. This spreadsheet contains the following:

- 1. Invoice date
- 2. Carrier name
- 3. Standard carrier Alpha Code (SCAC)
- 4. Taxpayer Identification Number (TIN)
- 5. Bill of Lading Number
- 6. Invoice amount
- 7. Audited amount
- 8. Deductions (I.E. tariffs discounts)
- 9. Audit Date
- 10. Date invoice received

Reason for Rejection

While auditing an invoice, if the FMS notices the transportation service provider has billed the agency for more than the proper amount for services, a Statement of Differences is issued. This statement advises the transportation service provider, the amount allowed and the basis for the statement of differences. The type of errors is documented on the transportation audit spreadsheet. The statement cites the applicable rate references and any other pertinent data for support. The FMS completes a separate statement of differences for each transportation discrepancy. The statement reflects charges approved for payment which were less than the amount invoiced.

The statement contains the following details:

- 1. Transportation service providers invoice bill number
- 2. Agency name
- 3. Document reference number
- 4. Amount billed
- 5. Payment voucher number
- 6. Complete tariff or tender authority
- 7. TIN
- 8. SCAC
- 9. Agency Name
- 10. Amount Paid
- 11. Rate authority

The FMS advises the TSP of the rejection electronically within 7 calendar days. The bill along with the statement of differences is submitted to the TSP electronically. The Finance office has the ability to offset debts from amounts owed to the TSP should GSA require the amounts to be deducted from an unpaid TSP bill.

Record keeping

The NOAA Finance Office maintains files of all transportation documents including, transportation audits, and forwards copies of all paid transportation bills and documentation to the General Service Administration as required.

Reporting

On a monthly basis, the NOAA Finance Office electronically submits a report to GSA summarizing the overall effectiveness of the audit, explanation of findings, and recommendations for corrective action. NOAA is identified in the report using the Agency Location Code with the following information:

- Agency and bureau name & address
- Number of bills received/reviewed
- Type or mode of transportation bills
- Billed Amount
- Paid Amount
- Dollar savings
- Audit Fees
- SCAC
- Invoice Number
- Revised
- Reason for Rejection

Appeals

When a bill is adjusted, a TSP may appeal the adjustment by submitting a claim to the NOAA Finance Office in Seattle:

NOAA Finance Office ATTN: Transportation Billing Appeals 7600 Sand Point Way - Bldg. #1 Seattle, WA 98115

Appeals must be completed within 30 days after receipt. The TSP must provide a valid signature of an individual or party legally able to receive payment on behalf of the TSP.

Unresolved disputes should be forwarded to:

General Services Administration Federal Supply Service Audit Division (FBA) 1800 'F' Street, NW Washington, DC 20405

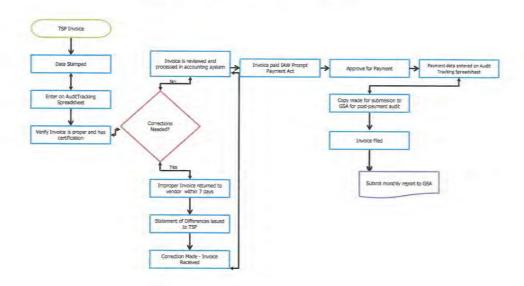
Conclusion

NOAA's prepayment audit process eliminates duplicate payments, and ensures accurate, proper, and expedient transportation invoice payments. This process ensures NOAA's compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight transportation invoices.

Freight. Prepayment audits are conducted internally by a Financial Management Specialist. The transportation invoices are downloaded from the email box and audited. The process is as follows:

Billing	TSP bills NOAA Bills submitted to NOAA Line Office for review and certification NOAA Line Office emails bill to Finance Office	
nvoicing	Bill received by NOAA - date stamped Bill downloaded by team member within 5 business days after receipt Spreadsheet annotated with relevant information	
ocessing	Audited bill placed on shared drive for payment processing Bill reviewed and verified by payment processor Spreadsheet annotated Bill processed in CBS in accordance with Prompt Payment Act	
ayment	Payment certified Funds disbursed Invoice filed in transferee folder on shared drive Paid invoices included for submittal to GSA for monthly report	

FREIGHT PREPAYMENT AUDIT WORKFLOW



Household Goods/POV Shipments. GSA has authorized TSPs to utilize a third party vendor to preform prepayment audits of invoices related to household goods and POV Shipments. NOAA's TSP is Berger Management Solutions; the contractor company that performs Berger's prepayment audits is KLM Solutions LLC. The process is as follows:

NOAA receives signed travel order
 Submits request for estimate to TSP
 Receives estimate and issues a CD-29 travel authorization to the TSP for transportation services

 TSP submits bill to prepayment audit vendor
 Prepayment audit vendor performs prepayment audit
 Prepayment audit vendor submits transportation invoice package (bill) to NOAA for payment

 Bill received by NOAA, date-stamped and distributed to Permanent Change of Station team
 Bill and supporting documentation verified by FMS and matched to employee travel order
 Bill processed in mLINQs and paid in CBS in accordance with Prompt Pay Act

Payment certified & funds disbersed
 Invoice filed in transferee folder on shared drive
 Agency invoice log and SF-1186 submitted in TAMS to GSA for post-payment audit.



STATEMENT OF DIFFERENCES

	(This is	not a bill)					
Agency Location Code:	In Reply Refer	to:			Diffe	renc	e Amount
					\$		
Carrier:	TIN:		SCA	VC:			
Carrier Bill No.	Date Carrier Bill Ro	eceived		Date St	ateme	nt of	Differences Issued
Document Reference No.							
Billing Address:	U. S. Department of C NOAA Finance Office 7600 Sand Point Way Seattle, WA 98115		<u> </u>				
This Statement of Differences (SO received by the NOAA Finance Of amount identified in this SOD as a challenge this decision, you may pall SF-1113's, GBLs and other appropriate the statement of	DD) is issued to inform you fice for the above billing a an overcharge will be mad present this statement, a i ropriate documents to sup	ddress. Re le to you w new (origin oport your	mittance rithin the nal) SF-1: claim. Ir	e in the e next 3 13 for the nterest	amoun 0 days. he amo penaltic	nt orig Shou unt cl es und	ginally billed less the old you wish to laimed, and a copy of der the Prompt
Payment Voucher Number:							
PRO:	Date:						
From:	To:						
Bill Amount:	Amour	nt Paid:					
Type of Error: LH AC	CA DS MD	TN	WT	ОТ	S	Р	(Circle)
LH-Line Haul; AC-Accessorial C	ode; CA-Calculation; DS	-Distance	; MD-M	issing	Docum	ent;	TN-Tender; WT-
Weight; OT-Other; S-Late Deliv	ery; P-No Proof of Deliv	very)					
Description of Error(s):							
Tariff/Tender Authority:							
Auditor:		Phone N	umber:				
Signature		Date					
Questions regarding this state	ment may be directed t	o: <mark>(b) (6</mark>	s), (b)	(7)(C	;)	-	

From: (b) (6), (b) (7)(C)
To: (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C)

Subject: Re: CFO Signature Required - NOAA Prepayment Audit Plan

Date: Wednesday, December 15, 2021 01:23:03 PM

Hi (b) (6), (b) (7)(C)

Since we do not provide freight services for either bureau, it would be inappropriate to include BIS and EDA into NOAA's documentation. Let me reach out to BIS and EDA and get back to you.

Please let me know if you have any questions.

Thanks,

On Tue, Dec 7, 2021 at 9:37 AM (b) (6), (b) (7)(C) > wrote:

Good Morning,

It is requested that BIS and EDA ALCs are added to section D of NOAAs prepayment audit.

Sincerely,

(b) (6), (b)(7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, 15 October, 2021 4:21 PM

To: (b) (6), (b) (7)(C) Cc: (b) (6), (b) (7)(C)

Subject: Fwd: CFO Signature Required - NOAA Prepayment Audit Plan

Hi ^{(b) (6), (b) (7)(C}

Please let me know if you have any questions, and thanks so much for your patience.

From: (b) (6), (b) (7)(C)
To: (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C)

Subject: BIS: Regarding Freight and Transportation Invoices

Date: Wednesday, January 26, 2022 09:58:42 AM

Hi (b) (6), (b) (7)(C)

Here is the response from BIS.

----- Forwarded message -----

From: (b) (6), (b) (7)(C)

Date: Wed, Jan 19, 2022 at 4:25 PM

Subject: RE: Freight and Transportation Invoices

To: (b) (6), (b) (7)(C) Cc: (b) (6), (b) (7)(C)

Hi (0) (6), (6) (7) C

We checked and this is a negative response for BIS.

Best,

(b) (6), (b) (7)(C

Bureau of Industry and Security

U.S. Department of Commerce

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Tuesday, January 18, 2022 1:09 PM

From: (b) (6), (b) (7)(C)
To: (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C)

Subject: EDA: Regarding Freight and Transportation Invoices

Date: Wednesday, January 26, 2022 09:58:06 AM

Hi (b) (6), (b) (7)(C)

Here is the response from EDA.

Thanks,

--- Forwarded message -----

From: (b) (6), (b) (7)(C)

Date: Fri, Jan 14, 2022 at 4:12 PM

Subject: RE: Freight and Transportation Invoices

To: (b) (6), (b) (7)(C) Ce: (b) (6), (b) (7)(C)

Are you referring to expenses associated with hiring and relocating staff or shipping packages or both? EDA routinely ships IT equipment between offices and remote workers. Things like computers, monitors, scanner/printer, phones, etc. EDA uses the government purchase card to pay for these shipments. I've added members of our Admin Division who mange the Government Purchase card and ship equipment so they can correct me if I misstate anything. To the best of my knowledge, we don't have any shipping contracts.

EDA recently made a payment to a new hire to relocate (September or October) them from California to Saipan. This is the first time EDA has paid a relocation incentive to an employee in my seven years with EDA. The position in Saipan is a new one and the individual hired to fill it is the first person that will move to Saipan for EDA. Last year we leased office space in Saipan through GSA for the employee to work in. This is a one deep position and the new hire is expected to remain in place at least two years. We worked with HR and Enterprise Services to make the payment. The payment was processed by ES through NFC as it is considered a payroll expense.



Economic Development Administration

1401 Constitution Avenue, N.W.

Washington, DC 20230

b) (6), (b) (7)(C)



STAY CONNECTED WITH EDA!



From: (b) (6), (b) (7)(C) Sent: Friday, January 14, 2022 3:45 PM

To: (b) (6), (b) (7)(C)

Subject: Freight and Transportation Invoices



MEMORANDUM FOR	(b) (6), (b) (7)(C)		
FROM:	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	-04'00'

SUBJECT: Bureau of Census Attestation for FY20 Prepayment Audit Program

Attached to this memorandum is the Census Bureau Prepayment Audit Program for FY20. As requested by the Department, we have reviewed the details of our program to ensure compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight transportation cost.

I attest to the completeness and accuracy of the attached Prepayment Audit as presented. Furthermore, all supporting documents are filed in a central location and will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Thank you.

Attachment(s)





The U.S. Census Bureau Commercial Bill of Lading Prepayment Audit Plan August 31, 2021

Introduction

The objective of the Commercial Bill of Lading (CBL) process is to ensure efficient, accurate, and prompt payment for transportation services to and from U.S. Census Bureau and related facilities. These transportation services are for the shipment of freight and household goods. All invoices for CBL services are sent to our National Processing Center (NPC). NPC is the Division within the Census Bureau, located in Jeffersonville, IN. that performs a pre-audit of all CBL invoices. Once the audit is completed, the NPC point of contact signs and dates the Public Voucher for Transportation Charges (SF-1113), and the invoice is submitted to the Finance Division for payment. The audit ensures:

- The price is fair and reasonable,
- Terms and conditions are referenced,
- Fees are based on the delivery costs,
- ► Price/cost match the carrier invoice,
- ► The billing documents match the manual CBL number issued by transportation office,
- ► All supporting documentation is provided,
- ▶ Block 34 of the SF-1113 is complete.
- ▶ Billable weight allowed and estimated weight are correct,
- Correct address is shown,
- Contract or rate tender is correct, and
- Type and quantity of additional services are clearly defined.

Receipt of Transportation Bills

All transportation bills received in the Finance Division, Accounts Payable Branch (APB), are date-stamped upon receipt, and submitted via email to designated staff at NPC for review within 5 business days of receipt.

If corrections are required, the NPC auditor will annotate the needed corrections on the audit spreadsheet and return the bill for correction to the carrier within 5 days of receipt. If no corrections are required, the auditor will annotate the bill is correct and return to the Finance Division for payment processing via email to the assigned Finance staff at fin.finance.invoice.claim.submission@census.gov. within 5 to 10 business days in order to meet prompt pay.

Verification Procedures

In accordance with Federal Management Regulation (FMR), and CFR 102-118-.330 all transportation bills will be verified for authorized services and compared against filed tariff rates and charges before payment. The NPC auditor will conduct a line-item audit of all transportation bills and any supplemental billing for services performed. During the verification process, if





necessary, the auditor will send out requests for additional documentation to the TSP. Prior to payment, NPC will verify and validate the carrier charges are accurate and in compliance. The review will audit the CBL for the following:

- 1. Ensure invoice has a receive stamp date
- 2. Determine if the shipment is valid with correct TSP information
- 3. Review for correct rates
- 4. Identify inappropriate assess charges
- 5. Review for service failures and weight adjustments
- 6. Review for fuel surcharges and for tender rate alterations
- 7. Ensure there are no duplicate charges/payments or unauthorized services
- 8. Ensure transportation office signature is provided

The NPC auditor will also ensure a completed SF-1113 is attached. In addition, the NPC auditor will verify that the following information has been provided:

- 1. Document Reference Number
- 2. Bill number
- 3. Ensure government agency name is properly annotated
- 4. Amount billed with verification signature
- 5. TSP information
- 6. Proper tender or tariff authority number is provided to include item or section number
- 7. TSP Standard Carrier Alpha Code (SCAC)
- 8. TSP Tax Payer Identification number (TIN)
- 9. Gross weight tickets will be validated/inventory to weight will be reviewed
- 10. Storage charges, if applicable
- 11. Mileage calculations
- 12. Government Bill of Lading
- 13. Date and signature from NPC and HQTRS contact point is visible
- 14. Any other supporting documentation

Validating Charges

To ensure the rates are correct and valid, the NPC auditor will use the following references:

- ✓ The GSA Household Goods Tender of Service
- ✓ Standard Tender of Services
- ✓ U.S. Government Freight Transportation Handbook
- ✓ Part 102-118 Transportation Payment and Audit
- ✓ Transportation Management Services Solution

Each bill is reviewed to determine which contract or rate tender is applicable, and the type and quantity of any additional services are clearly defined. Upon completion of the audit, the auditor will indicate on the transportation bill the amount approved for payment along with the date and their initials. The payment data along with any comments will be annotated in the package. The completed invoice package will be submitted to Finance Division for payment processing via email.





Statement of Difference

When the TSP bills the agency for more than the proper amount for services, NPC will notify the vendor by issuing a Statement of Difference letter. This statement informs the company of the amount allowed and the basis for improper charges. The auditor will contact the company with any questions during the prepayment audit within 5 calendar days of receipt. The type of erro.rs will be documented on the transportation audit spreadsheet. The statement will also specify the applicable rate references and other data for support. The bill along with the statement of difference will be submitted to the company.

Invoices will be processed for payment after the adjustment(s) have been completed. The auditor will maintain a record of adjustments.

GSA Reporting

Finance Division staff will maintain files for all transportation documents including transportation audits and forward all paid transportation bills and documentation to GSA via email by the 10th of the following month. The Finance Division will submit a summary report using Our Agency Location Code with the following information below:

- √ Agency and bureau name and address
- ✓ Number of bills received/reviewed
- \checkmark Type or mode of Transportation bills
- ✓ Billed Amount
- ✓ Paid Amount
- ✓ Invoice Number
- ✓ Revised bill (if any revisions)
- ✓ Reason for rejection (if rejected)

The report will be provided to GSA by the 10th day after the month end via email to QMCATariffs@gsa.gov. NOTE: If a file is too large to email, Finance will mail to the following address:

General Services Administration Transportation Audits Attn: 1800 F St NW 3rd Floor, Mail Hub 3400 Room #1033 Washington, DC 20405

Appeals Procedures

Should a TSP require formal review and/or consideration of an adjusted bill, they may submit the claim to the Chief of the Accounts Payable Branch, Finance Division. The claim shall be in





writing and signed by an authorized representative of the TSP. The request should provide the basis for the claim and state the amount of the discrepancies. The request should include:

- The name, address, telephone number, facsimile machine number, and email address, if available, of the claim;
- The CBL or Government transportation request number;
- The claim's bill number;
- The voucher number and date of payment;
- The reason for disagreement with the decision;
- A copy of the statement of difference;
- And all supporting documentation

The written request is sent to:

U. S. Census Bureau Finance Division, Accounts Payable Branch Washington, DC 20233

The Finance Division will forward the request to NPC for reconsideration. If the decision is in the favor of the TPS, NPC will recalculate and reprocess the claim accordingly. Appeals are resolved within 30 days after receipt. If NPC cannot resolve the claim, it is forwarded to GSA for investigation, review, and resolution. The claims are sent to:

General Services Administration Federal Supply Service Audit Division (FBA) 1800 F Street, NW Washington, DC 20405





PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PART I:

A. Department: DEPARTMENT OF COMMERCE

(Example: Department of Homeland Security)

B. Agency: US Census Bureau

(Example: FEMA, TSA, FLETC)

- C. Address 4600 Silver Hill Road, Washington DC 20233
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department/Agency</u>	AGENCY/BUREAU	
Ex-70004001	Department of Homeland Security	FEMA	
13040001	Department of Commerce	US Census Bureau	

				+
POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Email: (b) (6), (b) (7)(C)	Phone:	b) (6), (b) (7)(C)
(The POC should be a person that G	SA can contact to clarify o	r obtain additional information.)		

PART II:

- 1. How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$190,882.23 (FY2020)
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.

	√	Third party payment system (TPPS); (provide system name, i.e. Syncada, etc) Internal Aud
I	√	Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight ✓ TPPS Syncada Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean Note - Codified at 46 USC 55305 Cargo Preference Act of 1954 TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report in TAMS.gsa.gov , subject: PPA Monthly Report fieldst must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) TAMS
5. All agencies are required to submit Monthly, by the 15th, electronically via TAMS.gsa.gov or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email CDTAMS
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
The Census Bureau Finance Division will obtain CFO signature approval of the Bureau's transportation prepayment audit plan.
(b). Comply with the Prompt Payment Act All transportation bills received in the Finance division are submitted via email to audit staff, located at the Bureau's National Processing Center (NPC) for review within 5 business days of receipt. NPC will return approved package within 5-10 days.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; The prepayment audit team at the NPC ensures that the Transportation Management Services Solution (TMSS) household goods results rate sheet is included with the voucher
(d). Verify all transportation bills against filed rates and charges before payment; The Census Bureau NPC staff ensures that the transportation bills are verified against filed rates prior to submitting to the Bureau's Finance Division for payment.
(e). Forward all transportation documentation monthly to the GSA Audit Division; The Census Bureau Finance Division will maintain files for all transportation documents including transportation audits, and forward all paid transportation bills and documentation to GSA via email by the 10th of the following month.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; The CBL vouchers are the only transportation bills that are sent to GSA from the Finance Division
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
The Census Bureau's low volume of Commercial Bill of Ladings does not warrant a minimum dollar threshold. Therefore, NPC audits
100% of CBLs received.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. Not Applicable
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; In accordance with the Census Bureau's prepayment audit process, NPC will notify, through the Finance Division when applicable, any
adjustments needed back to the TSP within 5 days of receipt.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of ar adjustment within 7 calendar days of receipt of the bill; In accordance with the Census Bureau's prepayment audit process, NPC will notify, through the Finance Division when applicable, any
adjustments needed back to the TSP within 5 days of receipt.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
The Census Bureau currently has an appeal process. See attached plan.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The Census Bureau NPC audit staff notify vendors, through the Finance Division when applicable, the reason for rejections.
(m). Implement a unique agency numbering system to handle commercial paper and practices. The Census Bureau Travel Management and Policy Branch is responsible for providing a unique agency
numbering system to handle commercial paper.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on _
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 10/15/2021

	Date
dditional Information:	
For GSA use only	
Approved (see comments below)	
nments (GSA schedule and/or third party contract effective dates, etc	
nature GSA Approval Authority — Date —	g



United States Patent and Trademark Office

Office of the Chief Financial Officer

August 31, 2021

MEMORANDUM FOR	(b) (6), (b) (7)(C)
FROM:	(b) (6), (b) (7)(C)
SUBJECT:	LISPTO Attestation for EV20 Prepayment Audit Program

Attached to this memorandum is the USPTO's Prepayment Audit Program for FY20. As requested by the Department, we have reviewed the details of our program to ensure compliance with 41 CFR 102-118.270 whereas, agencies must establish a prepayment audit program to audit relocation and freight

I attest to the completeness and accuracy of the attached Prepayment Audit as presented. Furthermore, all supporting documents are filed in a central location and will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Thank you.

Attachment(s)

transportation cost.

Pre-Payment Audit Program for FY20 MOA for the Performance of Move Management Services for Household Goods Shipments between MMI and the EPA-FERC



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

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A.	Department : DEPART	MENT OF	COMMERCE
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(Example: Department of Homeland Security)

- B. Agency: United States Patent and Trademark Office USPTO (managed via IA by the EPA Federal Employee Relocation Center (FERC) (Example: FEMA, TSA, FLETC)
- C. Address 600 Dulany Street Alexandria, VA 22314
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department/Agency</u>	AGENCY/BUREAU	
Ex -70004001	Department of Homeland Security	FEMA	
13100001	Department of Commerce	USPTO	

			+
POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Email: (b) (6), (b) (7)(C)	Phone: (b) (6), (b) (7)(C)
(The POC should be a person the	nat GSA can contact to clarify	or obtain additional information)	

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$14,360.90 (FY-20)
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Syncada, etc...) Internal Audit
 Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 ✓ Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean Note - Codified at 46 USC 55305 Cargo Preference Act of 1954 TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

 All agencies conducting prepayment audit must submit Monthly, by the 15th, a report in <u>TAMS.gsa.gov</u>, subject: PPA Monthly Report fieldst must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits
will receive this information from: The agency POC ✓ An auditor (Provide the name of the Auditor) Move Management Incorp Third Party Payment System (Payport Express, Syncada, etc.) ✓ TAMS
5. All agencies are required to submit Monthly, by the 15th, electronically via TAMS.gsa.gov or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): mail CD TAMS
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
EPA on behalf of USPTO will secure the required signatory.
(b). Comply with the Prompt Payment Act EPA Finance system on behalf of USPTO ensures compliance with the Prompt Payment Act for all vendor payments.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; EPA on behalf of USPTO maintains compliance with GSA Rate Tender.
d). Verify all transportation bills against filed rates and charges before payment;
All charges are verified using the GSA-500A Rate Tender or applicable tariff rate in cases where the GSA-500A is not applicable.
e). Forward all transportation documentation monthly to the GSA Audit Division;
Move Management, Inc. currently submits a monthly report to the GSA Audits Division for all EPA (USPTO) volume (internal and external
agency customers).

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable. All bills are audited per the MOU.
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
Per MOU (Scope of Coverage) provider is required to audit all carrier billings.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; The EPA Cincinnati Finance Center (CFC) will process any offsets required by the GSA Audit Division.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of any adjustment within 7 calendar days of receipt of the bill; Carriers are required to submit corrected invoice prior to submission of voucher to the EPA (USPTO).
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
EPA on behalf of USPTO will follow the GSA Appeals/Dispute process according to CFR 102-118 Subpart-F
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
Move Management, Inc. prepares a detailed correction notice which is provided to the TSP when errors are found.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Unique Bill of Lading numbers are assigned to each shipment through program. We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the
contract, MOU, or IAA expires on 12/15/2021
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 08/16/2021

	8/26/21
	Date
Additional Information:	
EPA - MMI MOU attached	
For GSA use only	
Approved (see comments below)	
omments (GSA schedule and/or third party contract effective dates, etc	
oniments (OSA scriedule and/or tima party contract effective dates, etc	
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gnature GSA Approval Authority	

MEMORANDUM OF AGREEMENT

For the Performance of

Move Management Services

For Household Goods Shipments

Between

U.S. Environmental Protection Agency Federal Employee Relocation Center Herein known as EPA-FERC

And

Graebel Movers International, Incorporated d.b.a Move Management, Incorporated Herein known as MMI

Effective Date: Date of Authorized Signature(s) below.

1.0 General

The EPA-FERC and MMI agrees that MMI will provide move management services according to the specifications and requirements as set forth in the current GSA Domestic and International Household Goods Tender of Service (HTOS) and the Extended Storage Tender of Service (XTOS). All Household Goods (HHG) shipments shall be conducted under the GSA Centralized Household Goods Traffic Management Program (CHAMP) with CHAMP approved Transportation Service Providers (TSPs). The EPA-FERC relocation program cross-service and manage other government agency programs through separate interagency agreements, but shall be the ultimate program manager of this service. The parties further agree that in addition to the HTOS/XTOS that such service shall be provided under the terms of this Memorandum of Understanding (MOA).

2.0 Scope

This MOA applies to the shipment and storage of all domestic and international HHG moves as defined by the HTOS/XTOS and authorized for the benefit of the Government and funded by EPA-FERC. The discounts offered through this agreement shall be equal to or less than a comparable move performed under the undiscounted Government Rate Tender GSA500A.

3.0 Definitions

3.1 Household Goods Moves

All services related to packing, loading, transportation, storage and delivery of HHGs are included as defined in the CHAMP HTOS/XTOS. All services, including receiving service requests, conducting employee counseling, creating a cost comparison of program rates with the GSA500A Government Rate Tender, making TSP selections, preparing bills of lading, preparing shipment invoices, conducting TSP performance evaluations, auditing TSP services and costs, preparing claims documentation, assigning selected shipments to storage-in-transit (SIT), preparing and submitting service requests to TSPs, maintaining MMI's web application with the most current programming and shipment information, and preparing and submitting management reports to the EPA-FERC and participating TSPs.

For technical reasons, to comply with CHAMP provisions, the TSP shown on HHG bills of lading will be Graebel Movers International, Inc. (SCAC GMII) for CONUS and OCONUS moves, regardless of the underlying TSP actually performing the services. Where MMI does not have GSA approved scope of operations, a one-time-only (OTO) rate quote will be used. For CONUS interstate shipments, the bottom line discount for out-of-scope OTO rates shall be fifty-nine percent (59%) for transportation for Code D shipments, forty-five percent (45%) for transportation for Code C shipments, and forty-eight percent (48%) for storage-in-transit. For CONUS intrastate shipments, the bottom line discount for out-of-scope OTO rates shall be thirty-five percent (35%) for transportation and thirty percent (30%) for storage-in-transit

3.2 Transportation Services Provider (TSP)

This is the motor common carrier for domestic and off-shore moves or freight forwarder for international moves. It is not a broker. TSPs for these moves shall be qualified under the provision of the CHAMP HTOS/XTOS and other procedures.

3.3 Bills Of Lading

CHAMP uses Commercial Bills of Lading (CBL) for domestic shipments. International shipments are moved on a Government Bills of Lading (GBL). The GBL is a controlled document that conveys specific terms and conditions to protect the Government's interest and serves as the contract of carriage. A CBL is the document used as a receipt of goods and documentary evidence of title during transportation. When an Agency uses a CBL, the specific terms and conditions of a GBL are included in the rate tenders under CHAMP and the bill of lading shall make reference to the rate tender number.

By accepting this MOA, a TSP agrees that specific terms and conditions of a GBL are included in their rate tender. Specific terms and conditions that apply to either the GBL or CBL are included in 41 CFR 102-117.65, the "U.S. Government Freight Transportation Handbook", 41 CFR 102-118.135 and 140.

3.4 CHAMP Program Manager

The HTOS/XTOS is published and CHAMP managed by the General Services Administration Centralized Household Goods Traffic Management Program Office (QMCCB), Building 6, 1500 East Bannister Road, Kansas City, Missouri, 64131 (hereinafter referred to as PMO).

3.5 EPA-FERC Program Manager and Authorized Personnel

The EPA-FERC Household Goods Program Manager (HHG PM) for this MOA is:



This representative has the authority to designate EPA-FERC personnel to initiate a HHG move in all of its parts and to obligate the EPA-FERC to expend funds to support a course of action necessary to continue the progress of a household goods shipment to its completion. The HHG PM shall designate other EPA-FERC personnel as responsible for initiating and managing moves. The number and type of personnel involved may vary from time to time depending on the size of the EPA-FERC. The HHG PM shall be responsible for providing MMI an updated list of EPA-FERC authorized personnel as changes occur.

3.6 Move Management Services

All services necessary for coordinating the packing, loading, movement, storage, unpacking, placement, assembly, disassembly, counseling, advising, estimating, performing cost comparisons, cost projections and site surveys, data collection and retention, reporting, billing the government, receiving government payments, and disbursing payments to subcontractors, and other related services for employee household goods shipments.

3.7 Peak Season

For EPA-FERC shipments, the peak HHG moving season shall start May 1st and end September 30Th. The remainder of the year is the industry's non-peak season.

3.8 Self-authorization for Accessorial Services

Whenever an accessorial service is required and an EPA-FERC authorization cannot be granted within two (2) business days, MMI may initiate the necessary service to maintain the progress of a move that would be otherwise delayed (e.g. government shutdown, weather emergency, etc...). A written authorization must follow before payment. A TSP may not self-authorize accessorial services.

3.9 Self-Pack and Load

TSPs selected and managed by MMI in the EPA-FERC program shall contain a move in its entirety within their own transport systems or networks of drivers and equipment and facilities to the maximum extent possible. Transferring a shipment to another agent or TSP is prohibited when the originating TSP has equipment, facilities, and personnel to handle the move in its entirety.

3.10 Short Notice Move

Any requested move that has **five (5) business days** or less from the day of MMI's notification to the required pick-up date is a short notice move. MMI shall not be penalized for a failure to meet the requested pick-up schedule. Telephone pre-move surveys are allowed without EPA-FERC approval for short notice moves.

3.11 Storage-in-transit (SIT)

The necessary warehousing of HHG pending delivery to the permanent residence is not to exceed **150 calendar days** or the EPA-FERC-approved storage period, whichever is less. Storage generally occurs at destination but may occur at origin upon presentation of a satisfactory justification by MMI to the EPA-FERC

4.0 Statement of Work (SOW)

4.1 Initiation of Service and Authorizations – Household Goods

The HHG PM or designee will notify MMI of employee moves by entering the request on the MMI web-based system. The HHG PM or designee will be responsible for entering all pertinent information into the system to initiate the request. Once submitted, MMI will send EPA-FERC a confirmation of receipt by electronic means (e.g. email). HHG PM or designee may temporarily also use telephone, fax, or other electronically agreed upon method for notification. The minimum information necessary for MMI to initiate a move is:

- Employee's name
- Employee Address (origin and/or destination)
- Employee's phone numbers at work and home
- TA number and obligation amount

The HHG PM or designee will provide MMI with a telephone number to contact the employee for counseling purposes. MMI will attempt to contact the employee within **twenty-four to forty-eight hours (1-2 business days)** after receiving the initial request for move management services. If MMI is unsuccessful in contacting the employee within forty-eight (48) hours, MMI will advise the EPA-FERC and ask for assistance.

4.2 Prior Authorization of Accessorial Services

- **4.2.1** Under normal conditions prior authorizations are required before the performance of any accessorial services. All charges must be supported with approved HHG PM or designee authorizations prior to payment.
- **4.2.2** MMI's self-authorizations for accessorial services are intended to maintain the progress of a move that would be otherwise delayed. MMI may self-authorize multiple accessorial services listed in the adopted Government Rate Tender GSA500A for a cumulative amount up to **\$500** for services other than crating and shuttle service when it is necessary to maintain the momentum of the move. If essential additional services exceed this limit, MMI shall contact the HHG PM or designee to obtain a written authorization (fax, e-mail) before such services may be ordered.

All the MMI self-authorized services shall be subject to review by the HHG PM or designee. When the charges for accessorial services, other than crating and shuttle service, exceed the cumulative \$500 self-approval threshold, prior approval from the EPA-FERC must be received. The cumulative crating and shuttle services may each incur up to \$500 in charges independently of other accessorial services before a HHG PM or designee's prior approval will be required.

- **4.2.3** MMI will notify EPA-FERC of services required at destination that were not known at the time of carrier survey and estimate preparation. EPA-FERC will provide MMI the amount of the original obligation at time of order placement with MMI. MMI agrees to notify EPA-FERC of any known factors that could or do result in actual total costs in excess of the original obligation amount.
- **4.2.4** In the event MMI fails to obtain the written approval/authorization for additional accessorial services in excess of limits defined in 4.2.2, MMI will be personally and financially liable to the TSP for those additional charges.

4.3 Counseling

MMI will contact the employee and provide information, guidance and/or instructions derived from the Federal Travel Regulation (FTR) and the EPA-FERC customer policies regarding all aspects of their move including, when requested, alternatives for a government move which would include a personally procured move. These topics include, but are not limited to, the following list:

- Allowances under the FTR and the EPA-FERC customer policies
- On-site pre-move survey responsibilities
- Released shipment valuation and excess shipment valuation
- Disassembly and reassembly of household furniture
- Disconnecting and reconnecting items, such as ice makers
- Shipment and storage services that are paid by the Government
- Authorized storage-in-transit (SIT) and extra pick-ups and drop-offs
- Name and address of the SIT warehouse and SIT delivery out procedures
- Appliance servicing
- PBP&E documentation and the EPA-FERC approval requirements
- Packed by owner (PBO) packaging and inspection of contents and repacking
- Do-it-yourself move instructions with reference to SIT, allowable costs and liability issues, if EPA-FERC chooses to include personally procured moves in its program
- Transportation of POV and alternative methods of transporting them
- Claims filing procedures and general assistance and guidance.

4.4 Additional Stops or Services for the Benefit of the Employee

MMI will instruct all EPA-FERC employees that additional pick-ups or drop-offs occurring within a direct route from the origin to destination are normally allowable, however, additional charges are payable by the employee. MMI, the EPA-FERC Program Manager or designee, and the employee must review the costs for an out-of-route exception. The HHG PM or designee will advise MMI of the employee's decision to request the additional stop or not. Charges for additional pick-ups or drop-offs must be shown on the bill of lading with any other charges payable by the employee. MMI shall prepare a Bill of Collection (BOC) summarizing charges payable by the employee. The EPA-FERC is responsible for validating the BOC.

4.5 On-site Inspections (Pre-approval Required)

The **HHG PM or Branch Chief** must pre-approve on-site service inspections at either the shipment origin or destination point for an additional charge of \$ (quote provided by MMI at time of service) per inspection. Optional origin or destination inspection services must be requested in writing and by calling MMI at least 24 hours in advance to allow scheduling.

4.6 TSP Participation and Selection Criteria – Household Goods

The HHG PM from time to time may recommend a TSP or provide a list of TSPs to MMI that will be used for EPA-FERC shipments. The HHG PM may also delegate responsibility of selecting TSPs to MMI. The selected carriers must be currently approved to participate in CHAMP and must have approved rates on file with GSA.

The rotation of Household Goods/POV/UAB/NTS (Domestic and International) move distribution shall not exceed **twenty-five percent (25%)** to any single carrier and/or company participating in the program. This percentage shall be based primarily on a per agency/per employee move basis (e.g. EPA employee shipment of HHG, POV, UAB would count as one move). This percentage threshold will be reviewed semi-annually by MMI and EPA-FERC to ensure strict compliance with this agreement.

In addition, MMI shall also consider a carrier's compliance with the EPA SmartWay Program when making individual order assignments. The goal is to utilize SmartWay-compliant carriers on a minimum of thirty percent (30%) of the moves that are subject to this MOA. When MMI can sufficiently demonstrate it made reasonable efforts to meet this target, failure to meet this target will not be considered a failure or breach of this MOA.

4.7 TSP Performance Criteria

The HHG PM and MMI will establish criteria to select and monitor a TSP performance. Performance criteria shall include:

- Professionalism and courtesy of TSP personnel
- Accuracy of the pre-move survey
- Containment of the pack, load, delivery and storage by the TSP
- Overall quality of TSP service and responsiveness to requests
- Frequency, processing, handling, and settlement of claims and other problems
- Scores of the GSA Form 3080 evaluations
- Administrative excellence of move coordination, documentation, and billing.

4.8 Preparation of Bills of Lading (BL)

MMI will order the preparation and distribution of BL for shipments of HHG, UAB, and domestic and international POVs.

Domestic household goods shipments and POV shipments use the CBL. Use of the CBL bills of lading incorporates the terms and conditions of a government shipment, as specified in 41 CFR 102-117.65, the "U.S. Government Freight Transportation Handbook", 41 CFR 102-118.135 and 140 and this MOA.

The EPA-FERC will provide MMI with a GBL number at the initial creation of request. MMI will maintain accountability of records and physical security of the BL numbers supplied, and will comply with the terms of the GSA HTOS/XTOS and this agreement. All BL must be accounted for.

MMI may order a separate BL for each international shipment of household goods, UAB, PBP&E and POVs, when required. MMI will order the BL prior to shipment pick-up.

Upon request, the HHG PM or designee will provide MMI with BL preparation instructions and a sample BL that will identify all pertinent BL data elements and information.

4.9 Valuation Charges

MMI is authorized to order valuation equal to that which is prescribed in the current GSA CHAMP Request for Offers ("RFO") on domestic, international, and OCONUS shipments of household goods at no cost to the EPA-FERC or to the employee. The BL will reflect Full Value Replacement. TSP invoices shall not list standard shipment valuation charges. Shipment valuations in excess of the valuation prescribed in the current GSA CHAMP RFO shall be charged to the employee at a rate of \$0.85 per \$100 of excess valuation during transit and \$0.18 per \$100 while in storage-in-transit.

Excess shipment valuations requested by an employee must be in writing from the employee. MMI will inform the employee that they will be financially responsible for the cost of excess valuation. Excess valuation must be shown on the bill of lading.

In the event MMI fails to obtain a written excess valuation request prior to the shipment pick-up from the employee, MMI will be held financially responsible for payment of any excess valuation charges to the TSP and storage facility.

4.10 Service Auditing

MMI will require all TSP billings to be sent directly to MMI to be pre-audited. Within **five (5)** calendar days after receipt of the TSP's billings, MMI will certify on the invoice that the verified accessorial services billed by the TSP were necessary, properly authorized, actually performed, and documented in writing.

If during the audit, MMI discovers that services were billed that were not performed MMI will send a correction notice to the TSP. The TSP must issue a new invoice without the charges for services not performed within 15 calendar days.

MMI will "flag" any HHG invoices that contain excess valuation charges and/or additional pick up/drop-off charges in order for the EPA-FERC to initiate collection letters for these charges.

4.11 Management Reporting

MMI will, at a minimum, maintain the following HHG reports continuously on the MMI website:

- Order Summary and Contact Report
- Shipment Summary Report for HHG, POV, UAB, & PBP&E Claims Summary Report
- TSP Utilization Report

- Raw Shipment Data in a downloadable format
- Individual GSA Form 3080 Report and Period Specific GSA 3080 Summary Report
- Shipment Billing Report with Charge-backs to Employees
- Shipment Distance and Weight Summary Report
- Business Summary and Socio-Economic Spend.

MMI will prepare and submit a report to the HHG PM or designee on all authorized additional move management services, such as on-site inspections and HHG program cost avoidances revealed during auditing.

MMI will use its best efforts to insure all GSA Forms 3080 are completed within the GSA Transportation Services Solution ("TMSS").

MMI will initiate the GSA Form 3080 process within the GSA Transportation Management Services Solution ("TMSS") system after completion of delivery of the employee's household goods to the permanent residence.

MMI will conduct semi-annual performance reviews with the HHG PM. This may occur in conjunction with an "All TSP" meeting.

4.12 Accessorial and Third Party Services:

The list of chargeable accessorial services that could arise during the movement of an employee's household goods is included in the GSA500A Government Rate Tender (for domestic shipments) and Section 12 of the GSA HTOS/XTOS (for international shipments). MMI will identify those services required for a particular move and obtain the necessary HHG PM or designee written authorizations. MMI may self authorize, in writing, all required accessorial services to maintain the progress of a move when the cumulative charges for all accessorial services (except crating and shuttle service) are \$500 or less. Crating and shuttle service have separate self-approval maximums of \$500 or less each. MMI may also proceed without a written authorization if the shipment would be unduly delayed in conjunction with Section 3.8 of this MOA. However, all accessorial services must be documented, in writing, by MMI prior to payment.

The HHG PM shall arbitrate MMI's self-approved services disputes between the TSP and MMI when unresolved disagreements occur. His/her decision shall be binding upon both parties.

4.13 Billing Information

The TSP shall submit a bill to MMI, who will then submit an invoice to the EPA-FERC and MMI shall receive payment from EPA-FERC. Upon verification that accessorial services properly approved

were necessary and were actually performed, MMI shall provide the written authorizations and include a request for payment of the accessorial charges in their billing. MMI shall retain all shipment billing documentation for a **minimum of six (6) years** from the payment date.

4. 14 Storage-in-Transit (SIT)

SIT, when required, is generally authorized for an initial storage period not to exceed **60 calendar days**. The initial period may be extended in **30 calendar day** increments or in one **90 calendar day** increment with total storage days **not to exceed 150 calendar days**. Employee will be counseled as to the period of authorized storage and their liability if storage exceeds the EPA-FERC-approved limit. Storage costs identified on billing documents shall be separated between the EPA-FERC's obligation and the employee's obligation when any charges are payable by the employee. Charges for excess shipment weight placed into storage will be payable by the employee.

EPA-FERC will require MMI to obtain written authorization (email) from EPA-FERC before the placement of the shipment into SIT at origin. Storage at the destination is standard. Storage shall not be permitted when the cost of the driver's waiting time, if available, is cost effective in lieu of storage. MMI will notify the employee of the actual location for the SIT within five (5) calendar days after delivery into SIT.

This notification will be provided in writing or be available from the web application and will clearly state the date of expiration of the initial authorized storage period. MMI will notify the employee of the expiration of storage at least ten (10) business days prior to the expiration of authorized storage. MMI will counsel the employee of their liability for additional charges, changes of liability coverage from TSP to warehouseman's care, and the risks to the employee if authorized storage expires and the HHG remain in storage.

MMI will instruct all EPA-FERC customer employees to submit a written request to the EPA-FERC for any requested extension of SIT beyond the initial authorized period. EPA-FERC will notify MMI of additional authorized SIT. If additional SIT storage is desired by the employee but not approved, the employee will be advised of their responsibility for the storage charges. The employee's failure to have their property deliver-out from storage on or before the last Agency/EPA-FERC-approved storage day, will initiate storage charges to the employee provided the employee was given at least ten (10) calendar days notice of the requirement from MMI to remove the property from storage by a certain date.

5.0 Further Agreements

MMI will obtain written pre-authorizations from the HHG PM or designee to conduct a telephone pre-move shipment survey (other than for a short-notice move) or to perform a shipment pick-up or delivery on a Saturday, Sunday or Holiday. Additional charges for services

performed on a weekend or holiday shall be payable by the employee, unless the services are for the TSP's convenience.

Whenever the actual weight of the household goods shipment varies from the estimated weight on the pre-move survey by plus or minus **fifteen (15) percent** or more, MMI will notify the HHG PM or designee. When a shipment exceeds the maximum authorized regulatory shipment weight, a reweigh shall be conducted. An actual shipment weight in excess of **115 percent** of the pre-move survey weight must be acceptably justified to the HHG PM (or designee) before payment for the additional weight may be approved. MMI and the HHG PM or designee shall evaluate the reasonableness of a TSP's explanation. Their determination shall be final. The employee must be notified of their potential indebtedness resulting from any weight in excess of the regulated weight limit.

MMI will also maintain a **24-hour, 7 days per week**, telephone and website accessibility for the EPA-FERC customer employees and the EPA-FERC program officials. MMI will provide the employee an electronic or pocket-sized pamphlet listing procedures and relevant information for use by the employee.

All amendments or changes to this agreement must be in writing and signed by a responsible officer of MMI and the EPA-FERC.

This MOA is effective from the date of signature and will remain in effect until terminated by either party but **not longer than five (5) years.** Termination prior to natural expiration shall be effective upon the receipt of **sixty (60) calendar day's** notification and a *Letter of Intent to Terminate* specifying a date by which the agreement shall be terminated. **In no instance will this MOA exceed the terms of the GSA HTOS/XTOS or permit the participation of licensed brokers**.

All shipment records created during this agreement, all records submitted for uploading into the web application prior to this agreement to establish a historic database resource, and all records completed after this agreement has been terminated and during the agreement closeout period, are the property of the EPA-FERC and shall be provided to the EPA-FERC in a downloadable format suitable for maintaining data integrity and viability compatible with effective data management protocols. The EPA-FERC may request record updates for incomplete records for **up to three (3) years** after the MOA termination date.

MMI will secure personally identifiable information of all employees from unauthorized disclosure and secure all other data from unauthorized release. Social Security Numbers may not be requested from employees and may not be saved in any database or other record.

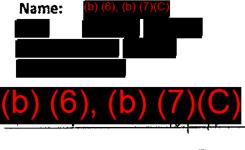
6.0 MOA Execution and Signature

MMI is authorized to receive all service requests related to this agreement. The parties, through their authorized representatives, hereby enter into this MOA effective as of the date signed below:

Name:

Title:

For: EPA-FERC: For: Move Management, Inc:



(b) (6), (b) (7)(C

Signature Date Signature Date



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this

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			it to: audit.policy@gsa.gov; and type "Ag ding the completion of this template, we		ere are
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۹.	De	partment : DEPAR	TMENT OF ENERGY		
	(Ex	ample: Department	of Homeland Security)		
В.	Age	ency : N/A			
	(Ex	ample: FEMA, TSA, FLET	TC)		
C.	Ad	dress 19901 Germanto	own Road (EM-4.24), Germantown, MD 20874		
D.	ple	ase provide your ALC	ALC)/Agency Bureau Code (ABC). Example: If y for the entire organization such as 47000000 for each organization as seen below):		1-5
		ALC	Department/Agency	AGENCY/BUREAU	
		89000001	Department of Energy	N/A	
		Ex-70004001	Department of Homeland Security	FEMA	
	(Title: (b) (6), (b) (7)(C) Email: (b) erson that GSA can contact to clarify or obtain addit) (7)(C)
РА	RTI	l:			
	1.	to include all modes	ur "Department/Agency" spend, annually, on s identified in Number 3 below (Please provide PART I) \$17 million		10 10
	2.	you have multiple m Express or Freight - I Third party	t Audit Program: (In section Number 3, please nethods, identify method by mode. (Example: I Internal Audit Program)) Utilize the below info payment system (TPPS); (provide system name adit Program (address elements listed in PART	Domestic Household Goods – TPPS- Par prmation to complete Number 3 and Pa e, i.e. Payport Express, Syncada, etc	yPort art III.

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide
	the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	✓ Air Cargo
	☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	
	Domestic Household Goods
	☐ TPPS ☐ ☐ Internal Audit Program ☐ Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Edentifact additor through GSA's multiple awards schedule (provide contractor name)
	✓ Motor/Freight
	☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	contract dualtor timough contractor during some and (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this
	information still needs to be captured in your overall spend.
	✓ Rail
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA
Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method? ATLAS Site Users
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Part Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): mai CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
ATLAS prepayment audit program is approved by DOE CFO.
(b). Comply with the Prompt Payment Act ATLAS Freight bills are processed as soon as possible to comply with the Prompt Payment Act, and in the case of adjustment, the
shipper notifies the TSP within seven (7) days of any adjustments made.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; ATLAS freight bills are for processing TSP bills only. They have a set of defined data fields that contain appropriate information for
prepayment audits of TSP bills. DOE employee travel vouchers are handled separately by GSA-sponsored Concur Government Edition.
(d). Verify all transportation bills against filed rates and charges before payment;
In ATLAS, all freight bills are subject to the pre-payment audit process. The ATLAS user verifies it is a valid charge by ensuring the charges match
the calculated cost and determines if assessorial charges are appropriate by reviewing the TSP's tender on file within ATLAS.
(e). Forward all transportation documentation monthly to the GSA Audit Division; ATLAS users at each DOE site generate and submit a prepayment and post payment audit monthly report to the GSA audit division.

	billings are handled separately by GSA-sponsored	
Government Edition.		
). Allow for your agency to establish minimum dollar thresholds	for transportation bills subject to audit;	
The post payment audit monthly report includes all freight bills which	meet the minimum dollar threshold established by	GSA for
transportation bills subject to audit.		
h		
n). Maintain a statement in cost reimbursable contracts cont ddress and in the electronic format identified for the prepay		
Inited States will assume freight charges that were paid by th		
ontractor and made available for the on-site Government au		
DOE Bills of Lading state that DOE will assume freight charges that were paid by the DOE site of	ontractor, i e., "shall be reimbursed by the U.S. Government and is su	bject to the terms and
conditions set forth in he standard form of the U.S. Government Bill of Lading and to any a	ailable special rates or charges." This language is also included in t	he DOE rate tenders.
		1
(i). Require your agency's paying office to offset, if directed by	iSA's Audit Division, debts from amounts owe	d to the TSP
within the 3 years; All offsets are resolved within the closeout of each fiscal year by the D	OF site contractor individually. If directed by GSA's	s Audit Division
DOE site contractors will offset debts from amounts owed to the TSP with		7710011
(:\	A	
(j).Implement a process to ensure complete and accurate aud adjustment within 7 calendar days of receipt of the bill;	ts of all transportation bills and notifications	to the ISP of a
ATLAS implements a prepayment audit process where new freight bills may be co	eated or received, reviewed, approved for payment and send	I to Accounts
Payable to provide prompt payment to the TSP within a typical work day or	notify TSP of any adjustment within 7 calendar days of	receipt of the bill.
(k). Implement an appeals process as part of the approved prep	ayment audit program for TSP to appeal any re	eduction in the
<u>amount billed;</u> ATLAS implements an appeal process where an adjustment of a freight	hill cannot be received at the DOE site contractor to	vol. the DOE
Transportation Management Council will assist in resolution of a dispu	THE CO. SHELL SHEL	1 83 53 3.55
		and the same of th
(I).Create accurate notices to the TSP's that describe and det charged on the invoice.	ill the reasons for any full or partial rejection	of the sated
ATLAS Freight bills are set to "pending" if adjustments need to be ma	de. Once a freight bill is set as pending, the shipper	will document
and notify the TSP regarding details of the full or partial rejection of t	ne stated charge on the invoice.	
(m). Implement a unique agency numbering system to handle	ommercial paper and practices.	
ATLAS implements a unique DOE numbering system for each shipment re-	ord and each Transportation Service Provider's (TSP) fr	eight bill number.
Duplicate freight bills are rejected to eliminate the possibility of dupl	cate payments.	
		100
We have a direct contract with an audit service provide	er or a GSA multiple awards schedule contract	or and the
contract, MOU, or IAA expires on _		
Prepared by (Type or Print) (0) (6), (6) (7)(6)	Date 9/12/17	
		(6), (b) (7)(C)
(b) (c) (b) (7)(c)		
pe or Print (Highest agency level budget or financial office)	itle Signature (Highest agence	y level budget
	or financial officer)	0

	09/13/2017
	Date
Additional Information:	
For GSA use only	
Approved Not Approved (see comments below)	
omments (GSA schedule and/or third party contract effective dates, etc):	
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gnature GSA Approval Authority — Date	



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are

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	a	ny questions rega	rding the completion of this template, w	ve can be contacted at
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A.	De	partment : DEPAR	TMENT OF INTERIOR	
		manage to the south the last of the last o	t of Homeland Security)	
В.	Age	ency: U.S Geologica	Survey/Travel Management Branch	
	(Exa	ample: FEMA, TSA, FLE	TC)	
C.	Add	dress 12201 Sunrise	Valley Drive, Reston, VA 20192	
D.	Age	ency Location Code (ALC)/Agency Bureau Code (ABC). Example: If	f you report at the Department/Agency level,
	ple	ase provide your ALC	for the entire organization such as 4700000	0. If you report at the Bureau or Office level,
	ple	ase provide the ALC	for each organization as seen below):	
		ALC	Department/Agency	AGENCY/BUREAU
		14080001	U.S Geological Survey	U.S Geological Survey/Travel Man
		Ex-70004001	Department of Homeland Security	FEMA
		OC Name: (b) (6), (b) (7)(6) The POC should be a po	Title: (b) (6), (b) (7)(C) Email: (b) erson that GSA can contact to clarify or obtain add	
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	1.	to include all mode		n ALL Transportation of Things and/or People, de dollar amount for the entire organization or
	2.	you have multiple r Express or Freight - Third party	nethods, identify method by mode. (Example:	

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name) Relocation Management Worldwide
	Foreign Household Goods TPPS
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov , subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method? Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mai CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
USGS will secure the necessary signature as per CFR 102-118
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information
(d). Verify all transportation bills against filed rates and charges before payment; We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division; The prepayment report is sent monthly to GSA by our office

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All invoices will be audited.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Our agency complies with applicable directives from the GSA Audits Division
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of ar adjustment within 7 calendar days of receipt of the bill; This is part of our Prompt Payment Act procedures
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
Any amounts in question are resolved prior to payments.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the sated charged on the invoice.
The carrier is notified of any rejections along with the reason for rejection
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our systems is setup to ensure there is no duplication of numbers
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on April 9, 2020 Relocation Management Worldwide is part of Champ as a prepay audit plan
Prepared by (Type or Print) (5) (6), (6) (7) (C) Date 04/18/2017
(b) (6), (b) (7)(C)

		Date
dditional Informat	ion:	
	For GSA use only	
•		
Approved	Not Approved (see comments below)	
nments (GSA schedu	lle and/or third party contract effective dates, etc):	
	Digitally signed by GARILES WHALEY ORC US O US Government ou General Services Administration on CHARELS WHALEY	
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GSA EXPIRED PREPAY AUDIT PLAN

PREPAYMENTAUDITPROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program1. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: DEPARTMENT OF LABOR

(Example: Department of Homeland Security)

B. Agency : Department of Labor - DOL (managed via IA by the EPA Federal Employee Relocation Center (FERC)

(Example: FEMA, TSA, FLETC)

C. Address 230 South Dearborn Street Chicago, IL 60604

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC	Department/Agency	AGENCY/BUREAU
16012005	Department of Labor (DOL)	Department of Labor - D
Ex-70004001	Department of Homeland Security	FEMA

POC Name: (b) (6), (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C)

(The POC should be a person that GSA can contact to clarify or obtain additional information.)

PART II:

- 1. How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$315,132.05 (FY 16)
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 - Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 - Internal Audit Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

- Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
- Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)

3.	odes audited under this plan and applicable method of audit (Check all that apply):
	Air Cargo ☐ TPPS ☐ Internal Audit Program ✓ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ✓ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov
subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count;
Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA
Audits will receive this information from:
The agency POC An auditor (Provide the name of the Auditor) Move Management via MOU
Third Party Payment System (Payport Express, Syncada, etc.) Another method? Move Management Inc (MMI) via MOU
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing
documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC,
Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW,
Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party
Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will
receive your paid invoice information:
Will set up account for GSA to gain access to agency online shipper & payment system
✓ Will send paid invoices via (check all that apply): email mail ✓ CD
PART III
As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their
prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your
agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of
whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements
are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA,
SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
EPA on behalf of DOL will secure the required signatory
(b). Comply with the Prompt Payment Act
EPA Finance system on behalf of DOL ensures compliance with the Prompt Payment Act for all vendor payments.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to
determine which contract or rate tender is used and that the type and quantity of any additional services are clearly
delineated;
EPA on behalf of DOL maintains compliance via GSA Tenders
(d). Verify all transportation bills against filed rates and charges before payment;
All charges are verified using the GSA-01/ GSA-500A Rate Tender or applicable tariff rate in cases where the GSA-01/GSA-500A is not
applicable.
(e). Forward all transportation documentation monthly to the GSA Audit Division;
Move Management, Inc. currently submits a monthly report to the GSA Audits Division for all EPA (DOL) volume (internal and external
agency customers).

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable. All bills are audited per the MOU.
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
Per MOU (Scope of Coverage) provider is required to audit all carrier billings.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. GSA Freight Team will submit Tenders/Tariffs if there any changes
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; The EPA Cincinnati Finance Center (CFC) on behalf of DOL will process any offsets required by the GSA Audit Division.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill;
Carriers are required to submit corrected invoice prior to submission of voucher to EPA (DOL).
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
EPA on behalf of DOL will follow the GSA Appeals/Dispute process according to CFR 102-118 Subpart-F
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the sated charged on the invoice.
Move Management, Inc. prepares a detailed correction notice which is provided to the TSP when errors are found. Example of
correction notice is attached here too.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Unique Bill of Lading numbers are assigned to each shipment through program.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on: <u>0</u> 4/03/2019
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 04/27-2017

				Date
Additional Information:				
EPA - MMI MOU attached				
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		For GSA use only	8	
X				
Approved O Not Appr	roved (see commer	nts below)		
	r	"		
omments (GSA schedule and/ort	hird party contract	effective dates, etc):		
				22
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ignature GSA Approval Authority		CHARLE TO THE SECRET OF THE	Date ————————————————————————————————————	<u> </u>

Donna M. Jack
Chief, Audit Policy and Review Branch
Transportation Audits Division
General Services Administration
1800 F St NW
3rd Floor, Mail Hub 3400
Washington, DC. 20405
703-605-3488
703-819-3961 (cell)



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

	ā	assist agencies in	y the agency, must be approved by Audits. At n satisfying the aforementioned statutory rec bmit to: audit.policy@gsa.gov; and type "Age	uirements. Please complete this		
			garding the completion of this template, we			
PA	RT	audit.policy@gsa I:	a.gov.			
A.	De	partment : ENVI	RONMENTAL PROTECTION AGENCY			
(Example: Department of Homeland Security)						
В.	Age	ency : Environmen	ital Protection Agency (EPA)			
	(Ex	(Example: FEMA, TSA, FLETC)				
C.	Address 26 Martin Luther King Drive (Room: A-G20) Cincinnati, Ohio 45268					
D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency le please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office lev please provide the ALC for each organization as seen below):						
		ALC	Department/Agency	AGENCY/BUREAU		
	ı	Ex-70004001	Department of Homeland Security	FEMA		
	68	8010727	Environmental Protection Agency	EPA		
	(The POC should be a	Title: (b) (7)(C) Email: (b) (6) (b) (7)(C) Email: (c) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d			
PA	RTI	l:				
	1.	to include all mo	your "Department/Agency" spend, annually, on A odes identified in Number 3 below (Please provide of d in PART I) \$60,035.21 (FY-18)			
	2.	you have multiple Express or Freigh Third par	nent Audit Program: (In section Number 3, please so e methods, identify method by mode. (Example: Do t - Internal Audit Program)) Utilize the below infor try payment system (TPPS); (provide system name, (address elements listed in PART III)	omestic Household Goods – TPPS- PayPort rmation to complete Number 3 and Part III.		

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) Passenger: Note- It's not required to report passenger travel to GSA, however this
	information still needs to be captured in your overall spend. Rail TPPS
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable. All bills are audited per the MOU
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
Per MOU (Scope Coverage) provider is required to audit all carrier billings
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; The EPA Cincinnati Finance Center (CFC) will process any offsets required by the GSA Audit Division
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; Carriers are required to submit corrected invoices prior to submission of voucher to EPA
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
EPA will follow the GSA Appeals Dispute process according to CFR 102-118 Subpart-F
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
Move Management Inc prepares a detailed correction notice which is provided to the TSP when errors are found.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Unique Bill of Lading numbers are assigned to each shipment through our program.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 12/15/2021
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 07/22/2019

Title

Type or Print (Highest agency level budget or financial office)

Signature (Highes Jagency level buffet or financial officer)

	07/22/	2019	
	Dat	Date	
Additional Information:			
EPA - MMI MOU attached			
For GSA use on	ly		
Approved Not Approved (see comments below)			
omments (GSA schedule and/orthird party contract effective dates, etc):_			
	- 1		
gnature GSA Approval Authority ————————————————————————————————————	Date —————		



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

	any questions regarding the completion of this template, we can be contacted at
	audit.policy@gsa.gov.
PA	RTI:
A.	Department : DEPARTMENT OF TRANSPORTATION
	(Example: Department of Homeland Security)
B.	Agency: FAA- FEDERAL AVIATION ADMINISTRATION
	(Example: FEMA, TSA, FLETC)
C.	Address 6500 S MacArthur Blvd; Oklahoma, OK 73169
D.	Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):
	ALC Department/Agency AGENCY/BUREAU FAA- FEDERAL AVIATION ADMIR
	see attached word document for addl ALC's(Agencies)
	POC Name: (b) (6), (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C) The POC should be a person that GSA can contact to clarify or obtain additional information.)
PAI	RT II:
	 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$2.7 million in FY16
	 Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.

 $^{^{1}}$ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide
	the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	Air Cargo
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	
	V Domestic Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	✓ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Graebel Co & JK Moving
	Foreign Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this
	information still needs to be captured in your overall spend.
	Rail
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	<u> </u>
	Water/Ocean
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline
	TPPS
	Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> , subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC ✓ An auditor (Provide the name of the Auditor) <u>Graebel & JK Moving</u> Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): which is a payment of the payment of the payment system of the payment system will be a payment system.
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (m) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
The ESC is a shared service provider, we provide financial services to the DOT, to include travel relocation. Therefore, the signature of approval will be provided by the ESC Travel Branch Manager.
(b). Comply with the Prompt Payment Act All invoices are paid in accordance with the Prompt Payment Act, net 30 days. Invoices in need of correction are returned to carrier for correction within the 30 day statutory period or sooner.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; In accordance with the MOU, Graebel or JK Moving and Storage, must conduct an independent service performance
line item audit of transportation billing. Graebel or JK Moving and Storage will determine rate tenders under the CHAMP system.
(d). Verify all transportation bills against filed rates and charges before payment;
In accordance with the MOU, Graebel or JK Moving and Storage must have all transportation billings and supplemental billings for services performed under the
prepayment audit plan in accordance with the prepayment audit requirements as identified in 41CFR102-118 and the U.S. Government Freight Transportation Handbook.
(e). Forward all transportation documentation monthly to the GSA Audit Division; In accordance with the MOU, Graebel or JK Moving and Storage must prepare and submit to QMCA all required documentation to satisfy the post payment audit requirements identified in 41 CFR 102-118, the U.S. Government Freight Transportation Handbook and GSADI.
In support of monthly reporting, ESC provides GSA copies of GBLs for all invoices paid for the month being reported.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Currently or historically, ESC has not experienced any such billing because all travelers are required to operate under current contract.
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All DOT/ ESC GBL's issued for transportation are subject to 100% pre-payment audit regardless of amount, in accordance with the MOU For Household Goods Move
Management Services.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
Rarely, do we incur bill under \$100, however, all relocation documents are maintained on file for 6 years and 3 months regardless of the amount, in accordance with the statue of limitations.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Graebel Co/JK Moving and Storage will submit a invoice to the applicable agency for amount(s) owed or to settle any known debt.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of a adjustment within 7 calendar days of receipt of the bill; Graebel/JK Moving are responsible for the audit and notification to the TSP of any required adjustments within 7 calendar days of receipt of the bill. If any discrepancy is noticed by ESC, ESC will contact
Graebel/JK Moving and Storage for resolutions within 3 days.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
In accordance with the MOU, it is he responsibility of Graebel or JK Moving and Storage to implement an appeals process for the TSP to appeal any reduction in the amount billed.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
In accordance with the MOU, Graebel or JK Moving and Storage will notify the TSP with full or partial rejection of the stated charge on the invoice.
(m). Implement a unique agency numbering system to handle commercial paper and practices. In accordance with the MOU, Graebel/JK Moving is responsible for creating a numbering system on our behalf.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 4/30/2020 Per MOU
Prepared by (Type or Print) (b) (6), (b) (7)(C) list Date 6/19/2017

		6/19/2017
		Date
dditional Information:		
As stated in the MOU with GSA, Graebel/J	Moving and Storage are our approved vendors and are responsible	for the pre-payment audit and supplying the reports to GS
		50.00
	For GSA use only	
	i.	
Approved Not Approv	ed (see comments below)	
mments (GSA schedule and/or thin	d party contract effective dates, etc):	
		r e
	Digitally signated to CONNA MAX	
	DONNA JACK DR Luits G. US Government co Gene at Services Administration on JORNA JACK	June 20, 2017

Signature GSA Approval Authority -



PREPAYMENTAUDITPROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest-level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are ay questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

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(Example: Department of Homeland Security)

B. Agency: Federal Bureau of Investigation

(Example: FEMA, TSA, FLETC)

C. Address: 935 Pennsylvania Avenue NW, Washington, D.C. 20535

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC 15020001 Ex-70004001 Department of Justice
Department of Homeland Security

Agency/Bureau
Federal Bureau of Investige
FEMA

POC Name: (b) (6), (b) (7)(C)









(The POC should be a person that GSA can contact to clarify or obtain additional information.)

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) Fiscal Year 20: \$22,900,000.00
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 Internal Audit Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Contract auditor through GSA's multiple awards schedule (provide contractor name)
Domestic Household Goods ☐ TPPS ☐ ☐ Internal Audit Program ☐ Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) WHR Group and Sterling Lexicon contract with Parallal. Alfoglance audits Internally.
Foreign Household Goods TPPS
TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

 All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from:
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov . If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third-PartyPayment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system. Will send paid invoices via (check all that apply): TAMS Email
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
FBI will secure the required signature of the CFO.
(b). Comply with the Prompt Payment Act All payments are processed through UFMS in accordance with the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with tender information. Tariff used for Intrastate moves are determined in advance
in accordance with most recent GSA guidance.
(d). Verify all transportation bills against filed rates and charges before payment;
All bills are reviewed and verified against filed rates prior to payments.
(e). Forward all transportation documentation monthly to the GSA Audit Division; Relocation Management Companies will submit prepayment reports and paid invoice documentation to the GSA Audit Division monthly.

(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; All invoices are audited. (h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to address and in the electronic format identified for the prepayment audit, transportation documents which show the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by contractor and made available for the on-site Government audits. N/A (i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the Tawithin the 3 years; FBI will comply with applicable mandates from the GSA Audits Division.	
address and in the electronic format identified for the prepayment audit, transportation documents which show the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by contractor and made available for the on-site Government audits. N/A (i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the Taylihin the 3 years;	
within the 3 years;	at the
	'SP
(j). Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TS adjustment within 7 calendar days of receipt of the bill; This is in line with our Prompt Payment Act process.	P of an
(k). Implement an appellate process as part of the approved prepayment audit program for TSP to appeal any reduction amount billed. Please describe: Any amounts in question are rectified prior to payments. Auditors will request additional supporting documentation.	in the
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice. The TSP is notified of any rejections along with the applicable reason for rejection.	
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our system is structured to capture and ensure there is no duplication.	
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on: 03/26/2022	9
Prepared by (Typeor Print) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (c) (b) (6), (b) (7)(C) (d) (e) (fighest agency level budget or financial office) Title (e) (fighest agency level budget or financial office) Title (fighest agency level budget or financial office)	get

				. Note by A will go linto of	nect in 2022 and Re	location Manager	nent Companies will	be responsible for these subr
	Fo	r GSA use only						
Approved	O	oved (see com						
Approved	Not App	oved (see com	ments below,)				
ments (GSA sched	ule and/or third	party contract	effective date	es, etc):				
					-			



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). The GSA Office of Inspector General has reviewed Audits prepayment audit oversight program, and has published findings that the program does not effectively monitor federal agency compliance with the statute. In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the agency and after approval by the agency, must be approved by Audits. Audits has developed a standard template to assist agencies in providing the information that addresses the deficiencies identified in the IG report. Please complete the template and Submit plans to: audit.policy@gsa.gov; subject: "Agency PPA"

PART I:

A.	Department/Agency Name General Services Administ	ration				
В.	Address 1800 F Street NW, Washington DC 20405					
C.	Agency Location Code (ALC)/Agency Bureau Code (ABC):					
	47000016 GENERAL SERVICES ADMINISTRATION	BCEA				
	47000017 GENERAL SERVICES ADMINISTRATION	FINANCIAL SERVICES DIVISION				
D.	POC Name/Email: (b) (6), (b) (7)(C)	POC Telephone: (b) (6), (b) (7)(C)				

PART II:

- How much does your agency estimatedly spend, annually, on ALL Transportation of Things, to include all modes identified in Number 3 below? \$18,490,856, see Part III for breakdown.
 - NOTE: Generally, no transportation or transportation services ordered with a Government contractor issued charge card or charge account citation can be prepayment audited because the bank or charge card contractor pays the TSP directly, before your agency receives a bill that can be audited from the charge card company. (41 CFR 102-118.90)

Air Passenger falls into this category, where pre-payment audit is not required. Audits requests dollar volume for the mode of air passenger on the pre-payment plan so that GSA can map that budgeted dollars are submitted for post-payment auditing.

2.	Type of Prepayment Audit Program¹: (Please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express, Freight - Internal))
	 ☐ Third party payment system (TPPS) ☐ Internal Audit Program (Please complete PART III) ☑ Direct contract with audit service provider (Please complete PART III and provide a copy of contract and transportation rates associated with that contract or MOU)



(provide contractor name)

0019J.

3.	Modes that will be audited under this plan (Check all that apply): Air Cargo Domestic Household Goods Foreign Household Goods Motor Rail Steamship Both Programs (GSS and Fleet) currently use Air Cargo, Motor and Steamship. Only the Fleet program use
	rail. Estimated spend is \$15,500,000 for FY15. PBS has relocation spend via a Third-Party contract for Household Goods Move Management Services: MOA with Allied Van Lines/Allied International. Estimated spend is \$50,000 for FY 15.
	GSA also estimates spend on the mode of Air Passenger as \$2,940,856 for FY 15. GSA utilizes bookings via the Concur tool. GSA utilizes government procured air passenger rates that are solicited by the City Pair Program office.
4.	All entities conducting prepayment audit must submit, Monthly, a report to audit.policy@gsa.gov , subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. Will we receive this information from the agency POC; an auditor (Provide the name of the Auditor); or a Third Party Payment System (Payport Express, Syncada, etc.) or another method? Under the NTS Task Order # XZ001-XZ005, Contract # GS-23F-0019J the contracted auditor will be providing this information for GSS and Fleet. For PBS, Allied Van Lines/Allied International will provide this information.
5.	All agencies are required to submit, Monthly, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System it may not be necessary to provide copies of paid invoices. Please identify how Audits will receive your paid invoice information:
	☑ Will set up account for GSA to access to agency online shipper & payment system ☑ Will send paid invoices via email or paper

PBS (via FAS/ERRC's MOU) has Third-Party contract with Allied Van Lines/Allied International

Contract auditor through GSA's multiple awards scheduled, Audit & Financial Management Services

Both GSS and Fleet use National Traffic Service (NTS) Task Order # XZ001-XZ005, Contract # GS-23F-



Programs vary on paid invoice submissions. Fleet states Audits will be able to access an online shipper and payment system (PayPort Express). GSS will send in submissions via email or paper. PBS invoices will be submitted via email or paper.

PART III

As prescribed in 41 CFR 102-118.325 &.330, each agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. In addition, each agency prepayment audit plan must, at minimum, address the below elements (a)-(j) of an acceptable prepayment audit program.

(a). Verify all transportation bills against filed rates and charges before payment; Yes – GSA contracted auditors are providing this prepayment audit service
(b). Comply with the Prompt Payment Act; Yes
(c). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; Yes
(d). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Yes
(e). Be approved by the GSA Audit Division. After the initial approval, the agency may be subject to periodic program review and re-approval; Yes
(f). Complete accurate audits of transportation bills and notify the TSP of any adjustment within 7 calendar days of receipt; Yes – GSA contracted auditors are providing this prepayment audit service
(g). Create accurate notices to the TSPs that describe in detail the reasons for any full or partial rejection of the stated charges on the invoice; <u>Yes</u>
(h). Forward documentation monthly to the GSA Audit Division; Yes; Invoices and supporting documentation will be forwarded via email, mail, or access given through a TPPS (as stated in Part II, #5 above)
(i). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; <u>Yes</u>
(j). Implement a unique agency numbering system to handle commercial paper and practices. Yes



The undersigned has reviewed and/or approved GSA's Transportation Prepayment Audit Plan Signature/Date Signature/Date BELOW SECTION FOR GSA TRANSPORTATION AUDITS DIVISION REVIEW Approval Authority: Approved Not Approved Print: Donna Jack / Branch Chief, Audit Policy & Review Comments: Effective 1Oct15, GMG Management Consulting, Inc awarded new BPA (1 base + 4) for Prepayment Audit services for the Traffic Management Division of Global Supply (QSDD).



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PA		

A. Department: DEPARTMENT OF HOUSING AND URBAN DEVELOPM	A. Departm	nent : DEPARTMEN	IT OF HOUSING AN	D URBAN DEVELOPMEN	Т
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Denartment/Agency

(Example: Department of Homeland Security)

B. Agency: Department of Housing and Urban Development

(Example: FEMA, TSA, FLETC)

41.0

C. Address 451 7th Street, Washington, DC 20410

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ACENICY/DUDEALL

ALC	Departmenty Agency	AGENCI/BUREAU
Ex-70004001	Department of Homeland Security	FEMA
86004961 86004961	Department of Housing & Urbar HUD-OIG	n Development
86004961	HUD-GNM	

POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Email: (b) (6), (b)	(7)(C)	Phone: (b) (6), (b) (7)(C)
(The BOC should be a person that G	SA can contact to clarify o	r obtain additional infor	mation 1	

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$100.000.00
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 Internal Audit Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

V	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
	Cargo TPPS Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
√ p	mestic Household Goods TPPS Internal Audit Program
F:	reign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) ssenger: Note- It's not required to report passenger travel to GSA, however this ormation still needs to be captured in your overall spend.
R	
v	TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
P	TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Si	all Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)
L	

5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@ss_80, by object: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA. Audits will require your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system. Will set up account for GSA to gain access to agency online shipper. A payment system will be paid invoices via (check all that apply): PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program regardless of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor. For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements: (a). Requires the agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division; HUD will secure the required signature (b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d	subje Billed Audit	gentres' conducting prepayment addit must submit Monthly, by the 15th, a report to addit.policy@gsa.go ect: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; d Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA ts will receive this information from: he agency POC
As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor. For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements: (a). Requires the agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division; HUD will secure the required signature (b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment	docu Trans Wash Paym recei	ments to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, sportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, hington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Partners System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will we your paid invoice information: Nill set up account for GSA to gain access to agency online shipper & payment system
(a). Requires the agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division; HUD will secure the required signature (b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;	As prescribed prepayment agency must whether the are met, it is	audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your respond to each of the below elements of an acceptable prepayment audit program, regardless of element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements further recommended that the appropriate element(s) below be included in your agency's MOU, IAA,
submission to GSA Transportation Audits Division; HUD will secure the required signature (b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;	For (a) throug	gh (j) below, Please briefly describe how your agency will satisfy each of the elements:
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;	(a). Requires	the agency's CFO approval of the transportation prepayment audit program with
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act (c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;		
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;	HUD will secu	re the required signature
determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information (d). Verify all transportation bills against filed rates and charges before payment; Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;		
Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;	determine wh delineated;	nich contract or rate tender is used and that the type and quantity of any additional services are clearly
Our Auditor BFS reviews and verify all bills against filed rates prior to payment (e). Forward all transportation documentation monthly to the GSA Audit Division;		
(e). Forward all transportation documentation monthly to the GSA Audit Division;	(d). Verify all to	ransportation bills against filed rates and charges before payment;
	5 3	

f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused
ickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A (HUD Smart pay travel card information is received automatically by GSA)
(FIOD SHart pay traver card information is received automatically by GSA)
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All transportation invoices are audited
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years;
HUD complies with applicable mandates from the GSA Audits Division.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of a adjustment within 7 calendar days of receipt of the bill; This is done as part of our Prompt Payment procedures.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
Any amounts in question are resolved prior to invoice payment.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The carrier is notified of any rejections along with the applicable reason for rejection.
the supplication of the state o
(m). Implement a unique agency numbering system to handle commercial paper and practices.
Our system is structured to capture and ensure there is no duplication
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 09/30/2018
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 2/28/2018

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Signature (Highest agency level budget or financial officer)

Additional Information:						
				- 10		
-						
Approved Not Appr	roved (see comr hird party contr					
	Mark at		_	1 1		
Signature GSA Approval Authority Charles E Whaley	CHARLES WHALEY	Digitally signed by CHARLES WHALEY Date: 2018.03.13 12:33:22-04'00'	Date	March 13, 2018		

General Services Adminstration
Office of Travel, Employee Relocation and Transportation
Attn: 1800 F St NW
Washington, DC 20405
202-763-6023

Chief, Audit Policy and Review Branch Transportation Audits Division



PREPAYMENTAUDITPROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PA	RT I:	the completion	01 (1110	cempiate)	re can	00000000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Α.	Department :	DEPARTMEN	T OF T	TREASUF	RY		

(Example: Department of Homeland Security)

В.	Agency: Internal Revenue Service
	(Example: FEMA, TSA, FLETC)
c	Address 4050 Alpha Road, 7015 NDAL, Farmers Branch, TX 75244

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC Department/Agency AGENCY/BUREAU

Ex-70004001 Department of Homeland Security FEMA

20090003 Department of the Treasury Internal Revenue Service

POC Name: (b) (6), (b) (7)(C)	_Title: (b) (6), (b) (7)(C)	Email: (b) (6), (b) (7)(C)	Phone: (b) (6), (b) (7)(C)	
(The POC should be a person that	GSA can contact to clarify	or obtain additional information)		

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PARTI) \$2,500,000 *
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)

	Internal	Audit Program	(address e	lements listed	l in PART	III)
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¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Contract auditor through GSA's multiple awards schedule (provide contractor name) A AUDITECH & ASSOCIATES INC.
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) PARSIFAL CORPORATION
	Foreign Household Goods TPPS
	AUDITECH & ASSOCIATES INC. Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov , subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Beckley Finance Center, W
Third Party Payment System (Payport Express, Syncada, etc.) Another method? All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Availabilities QMCAD Transportation Floatures in Availabilities are 1033-11000 F. Street NIM.
Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information:
Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check allthat apply): email mai CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; IRS/Treasury will secure the required signature.
(b). Comply with the Prompt Payment Act All invoices are processed and payment are made, or returned to the carrier for correction, within the 7-day statutory period or sooner.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with the rate tender information.
(d). Verify all transportation bills against filed rates and charges before payment;
IRS reviews and verifies all bills against filed rates prior to payment.
(e). Forward all transportation documentation monthly to the GSA Audit Division; This is by the IRS/CFO Beckley Finance Center.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All Internal Revenue Bills of Lading (IRBLs)/GBLS issued for transportation are subject to pre-payment audit.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; This is handled directly between the IRS/CFO Beckley Finance Center and the GSA Audits Division.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of any adjustment within 7 calendar days of receipt of the bill; This is done as part of our Prompt Payment procedures.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
Any amounts in question are resolved prior to invoice payment.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice. This is done by the IRS/CFO Beckley Finance Center.
(m). Implement a unique agency numbering system to handle commercial paper and practices. IRS has a Transportation Management System (TMS) that includes a numbering sequence (IR-xxxxxx) for all bills of lading.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on Auditech - 3/31/2021; Parsi
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 05/07/2018

	Date
Additional Information:	
*Note: The IRS has a pre-payment audit plan in place for its freight and household goods (HHG) transportation progra	ms, totaling
about \$2.5 million as shown above in Part II. IRS's total spend for Object Class 22, Transportation of Things, totals about	ut \$20 million.
For GSA use only	
Approved Not Approved (see comments below)	
. (00.	
nments (GSA schedule and/or third party contract effective dates, etc):	
	
OLIA DI EO MALLA LES Digitally signed by CHARLES WHALEY	
CHARLES WHALEY Digitally signed by CHARLES WHALEY Date: 2018.09.19 08:16:44 -04'00'	

Date —

Signature GSA Approval Authority —

8/17/2018



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

ART I:		
Department : NATIONAL AF	RCHIVES AND RECORDS ADMINI	STRATION
(Example: Department of Ho	meland Security)	
Agency :		
(Example: FEMA, TSA, FLETC)		
Address 8601 Adelphi Road, Colle	ege Park, MD 20740	
please provide your ALC for the	entire organization such as 47000000. If ye	
<u>ALC</u>	<u>Department/Agency</u>	AGENCY/BUREAU
Ex-70004001	Department of Homeland Security	FEMA
88000001	National Archives and Records A	dministration
(b) (6) (b) (7)(C)	Till (b) (c) (b) (7)(c) (c) (d) (b) (6)	(b) (7)(C) Phone: (b) (6), (b) (7)(C)
	Department: NATIONAL AF (Example: Department of Ho Agency: (Example: FEMA, TSA, FLETC) Address 8601 Adelphi Road, Colle Agency Location Code (ALC)/Age please provide your ALC for the please provide the ALC for each ALC Ex-70004001	Department: NATIONAL ARCHIVES AND RECORDS ADMINI (Example: Department of Homeland Security) Agency: (Example: FEMA, TSA, FLETC) Address 8601 Adelphi Road, College Park, MD 20740 Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If your please provide your ALC for the entire organization such as 47000000. If you please provide the ALC for each organization as seen below): ALC Department/Agency Ex-70004001 Department of Homeland Security 88000001 National Archives and Records A

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I)
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 Internal Audit Program (address elements listed in PART III)

(The POC should be a person that GSA can contact to clarify or obtain additional information.)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.go subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA
Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) BFS
documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NV Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Thi Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requireme are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor. For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements: (a). Requires the agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division;
documents to omegasa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Part Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system
As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA,
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
(b). Comply with the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated;
(d). Verify all transportation bills against filed rates and charges before payment;
(e). Forward all transportation documentation monthly to the GSA Audit Division;

(f). Establish procedures in which transportation bills not subject to prepayment audit tickets and charge card billings) are handled separately and forwarded to the GSA Aud NARA policy does not allow for freight BOLs to be paid using a credit card; If NARA is billed for unused tickets	dit Division;
which currently is SATO-NARA has internal policy in place which provides for a review of travel items. This pr	
(g). Allow for your agency to establish minimum dollar thresholds for transportation b	ills subject to audit:
NARA requires all invoices be audited by the Transportation Department through Syncada. There is a	•
TVATVA requires all invoices be addited by the Transportation Department through Syncada. There is a	zero tolerance level for all illivolces to be addited.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders to address and in the electronic format identified for the prepayment audit, transpo United States will assume freight charges that were paid by the contractor. Bills un contractor and made available for the on-site Government audits.	rtation documents which show that the
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, within the 3 years;	
Yes NARA would direct their financial service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset any debts from amounts owed to the service provider to offset and the service prov	he TSP if so directed by GSA's Audit Division .
(j).Implement a process to ensure complete and accurate audits of all transportati adjustment within 7 calendar days of receipt of the bill; Invoices that do not match exactly (BOL amount vs Invoice amount) are rejected immediately with a justification.	
(k). Implement an appeals process as part of the approved prepayment audit progra amount billed;	m for TSP to appeal any reduction in the
(I).Create accurate notices to the TSP's that describe and detail the reasons for ar stated charged on the invoice.	ny full or partial rejection of the
This is part of the Syncada payment process.	
(m). Implement a unique agency numbering system to handle commercial paper an NARA's Freight Transportation Dept has established tracking/numbering procedures for all freight invoices not procedure for all freight invoices are processed through Syncada We have a direct contract with an audit service provider or a GSA multiple	rocessed through GSA's Transport Integrator System.
contract, MOU, or IAA expires on	awards scriedule contractor and the
Prepared by (Type or Print) Date	
Type or Print (Highest agency level budget or financial office) Title	Signature (Highest agency level budget or financial officer)

Additional Information:	
For GSA use only	
Approved Not Approved (see comments below)	
Approved Not Approved (see comments below)	
mments (GSA schedule and/or third party contract effective dates, etc):	
innents (GSA scriedule and/or third party contract effective dates, etc).	
	·
nature GSA Approval Authority — Date	

NASA's Transportation PrePayment Audit Plan

December 2015

NASA Headquarters
Office of Stratregic Infrastructure
Logistic Mangement Division
Transportation Management

Agency Point of Contact:
(b) (6), (b) (7)(C)

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- 1. Establish administrative procedures
- 2. Prompt Payment Act
- 3. Establishment for use of a Government contractor issued charge card
- 4. Establish prepayment audit of transportation and/or transportation services when using a Government contractor issued charge card or charge account citation
- 5. Required bill information
- 6. Establish notification to Transportation Service Providers of any adjustment to the Bill
- 7. Establish an appeal procedusres
- 8. Unresolved disputes
- 9. Establish payment offset
- 10. Establish electronic commerce record keeping

I. Introduction:

A prepayment audit is a review of a transportation service provider (TSP) inovices/bills occurring prior to disbursing payment to a TSP. The prepayment review compares the charges on the bill against the charge permitted under the contract, rate tender, or other agreement under which the TSP provided the transportation and/or transportation related services to ensure that the charges are appropriate.

NASA is required to establish an Agency-wide prepayment audit plan. NASA must pay for the prepayment audit from those funds appropriated for transportation services. NASA Headquarters must send a copy of NASA's prepayment audit plan to GSA Audits Division for final approval:

General Services Administration, Transportation Audits Division (QMCA), 1800 F Street, NW., Washington, DC 20405. Audit.Policy@gsa.gov

Prepayment auditing allows NASA Centers to detect and eliminate billing errors before payment and is intended to eliminate the time and cost of recapturing overpayments. NASA Centers may perform a prepayment audit by:

- i. Creating and executing an internal prepayment audit program;
- ii. Contracting directly with a prepayment audit service provider; or
- iii. Using the services of a prepayment audit contractor under GSA's multiple award schedule covering audit and financial management services.

Note: Either of the choices in paragraph (a), (b) or (c) of this section might include contracts with charge card companies that provide prepayment audit services.

Each method of ordering transportation and transportation services may require a different kind of prepayment audit. NASA's Center prepayment audit plans must consider all of the methods that the Centers use to order and pay for transportation services. With each method of ordering transportation services, NASA Center prepayment audit plans should ensure that each TSP bill voucher contains enough information for the

prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated.

- i. For transportation payments made through cost reimbursable contracts, the agency must include a statement in the contract that the contractor shall submit to the address identified for prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor.
- ii. Cost reimbursable contractors shall only submit for audit bills of lading with freight shipment charges exceeding \$100.00. Bills under \$100.00 shall be retained on-site by the contractor and made available for on-site audits.

II. Prepayment Audit Plan Requirements:

1. Establish administrative procedures:

NASA Centers (and operating facilities as appropriate) must establish administrative procedures which assure that the following conditions are met for payment of freight, household goods, or transportation services:

- i. The negotiated price is fair and reasonable;
- ii. A document of agreement signifying acceptance of the arrangements with terms and conditions is filed with NASA by the TSP;
- iii. The terms and conditions are included in all transportation agreements and referenced on all transportation documents (TDs);
- iv. Bills are only paid to the TSP providing service under the bill of lading to NASA and may not be waived;
- v. All fees paid are accounted for in the aggregate delivery costs;
- vi. All payments are subject to applicable statutory limitations;
- vii. Procedures (such as an unique numbering system) are established to prevent and detect duplicate payments, and that properly account for expenditures and discrepancy notices;
- viii. All transactions are verified with any indebtedness list. On charge card transactions, NASA must consult any indebtedness list if the charge card contract provisions allow for it; and
 - ix. Procedures are established to process transportation bills not subject to prepayment audit (i.e., bill for unused tickets, and charge card billings) separately.
 - x. Establish a minimum dollar threshold for transportation bills subject to audit.

2. Prompt Payment Act:

NASA Centers must ensure, whichever method used to pay for transportation services, the payment method must comply with the Prompt Payment Act.

3. Establishment for use of a Government contractor issued charge card:

NASA Centers may use a Government contractor issued charge card to purchase transportation services if permitted under the charge card contract or task order. In these circumstances NASA will receive a bill for these services from the charge card company.

4. Establish prepayment audit of transportation and/or transportation services when using a Government contractor issued charge card or charge account citation:

Generally, transportation or transportation services ordered with a Government contractor issued charge card or charge account citation can not be prepayment audited because the bank or charge card contractor pays the TSP directly, before NASA receives a bill that can be audited from the charge card company. However, if NASA contracts with the charge card or charge account provider to provide for a prepayment audit, then, as long as NASA is not liable for paying the bank for improper charges (as determined by the prepayment audit verification process), a prepayment audit can be used. As with all prepayment audit programs, the charge card prepayment audit must be approved by the GSA Audit Division prior to implementation. If the charge card contract does not provide for a prepayment audit, NASA must submit the transportation line items on the charge card to the GSA Audit Division for a postpayment audit.

5. Required bill information:

NASA Centers must ensure the following information is annotated on all transportation bills that have completed a prepayment audit:

- i. The date received from a TSP;
- ii. A TSP's bill number;
- iii. Your agency name;

- iv. A Document Reference Number (DRN);
- v. The amount billed;
- vi. The amount paid;
- vii. The payment voucher number;
- viii. Complete tender or tariff authority, including item or section number;
 - ix. The TSP's taxpayer identification number (TIN);
 - x. The TSP's standard carrier alpha code (SCAC);
 - xi. The auditor's authorization code or initials;
- xii. and A copy of any statement of difference sent to the TSP.

Note: NASA Centers can find added guidance in the "U.S. Government Freight Transportation—Handbook," www.gsa.gov/transaudits

6. Establish notification to TSPs of any adjustment to the TSP's Bill:

NASA Centers must notify the TSP of any adjustment to the TSP's bill either electronically or in writing within 7 days of receipt of the bill. This notice must refer to the TSP's bill number, agency name, taxpayer identification number, standard carrier alpha code, document reference number, amount billed, amount paid, payment voucher number, complete tender or tariff authority, including item or section number. The notice must also describe in detail the reason(s) for any full or partial rejection of the stated charges on the invoice.

7. Establish an appeal procedures:

The prepayment plan must establish an appeal process that directs TSP appeals to an NASA official who is able to provide adequate consideration and review of the circumstances of the claim. NASA must complete the review of the appeal within 30 days.

8. Unresolved disputes:

If the NASA Center official is unable to resolve the disputed amount with the TSP, the NASA Center official should forward all relevant documents including a complete billing history, and the appropriation or fund charged, to: General Services Administration, Transportation Audits Division (QMCA), 1800 F Street, NW., Washington, DC 20405, www.gsa.gov/transaudits.

The GSA Audits Division will review the appeal of NASA's final, full or partial denial of a claim and issue a decision. A TSP must submit claims within 3 years under the guidelines established in § 102-118.460

9. Establish payment offset:

If directed by GSA's Audits Division, the NASA Shared Services Center (NSSC) may be required to offset debts from amounts owed to the TSP.

10. Establish electronic commerce record keeping:

NASA Center's internal financial regulations will identify responsibility for recordkeeping. In addition, the GSA Audits Division keeps a central repository of electronic transportation billing records for legal and auditing purposes. Therefore, monthly NASA must forward all paid transportation billing documents to:

General Services Administration Transportation Audits Division (QMCA) 1800 F Street, NW., Washington, DC 20405 QMCATariffs@gsa.gov

*******	******	******	******
GSA, 7	-	dits Division Review	
✓ Approved No	ot Approved (see co	omments below)	
Comments: PPA Plan cor	ncurred/approved	by NASA OCFO. In	accordance with
41CFR 102-118.330(a), a	agency subject to	periodic program re	view and reapproval
CSA Approval Authority	DONNA JACK	Digitally signed by DONNA JACK DIGITAL US, o U.S. Overnment, ou General Services Administration, on DONNA JACK, 0.9.2342.19200300.100.1.1.47001002098602 Date 2015.12.18 07 21 31 -0500'	Data 12/18/2015



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program¹. Your prepayment audit program must be approved by the highest level budget or financial officer of the "AGENCY" and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: NUCLEAR REGULATORY COMMISSION

(Example: Department of Homeland Security)

B. Agency : US Nuclear Regulatory Commission

(Example: FEMA, TSA, FLETC)

C. Address 11545 Rockville Pike, Mail Stop T9 E2, Rockville MD 20852-2738

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC Department/Agency AGENCY/BUREAU
31000001 Nuclear Regulatory Commission US Nuclear Regulatory ©
Ex-70004001 Department of Homeland Security FEMA

POC Name: (b) (6), (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C)

PART II:

- How much does your "AGENCY" spend, annually, on ALL Transportation of Things and/or People, to include all
 modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC
 identified in PART I) Approximately \$2 million annually
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If
 you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort
 Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 - Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 - Internal Audit Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

- Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
- Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)

Air Cargo TPPS	Internal Audit Program Direct Contract with audit service provider
	ough GSA's multiple awards schedule (provide contractor name)
1-100	
Domestic Household Goo	
TPPSContract auditor thro	Internal Audit Program Direct Contract with audit service provider ough GSA's multiple awards schedule (provide contractor name)
Foreign Household Good	
TPPS	☐ Internal Audit Program ☐ Direct Contract with audit service provider bugh GSA's multiple awards schedule (provide contractor name)
Contract auditor thro	ough GSA's multiple awards schedule (provide contractor name)
Motor/Freight	
TPPS	Internal Audit Program Direct Contract with audit service provide
I contract auditor thro	ough GSA's multiple awards schedule (provide contractor name)
Contract auditor thro	ough GSA's multiple awards schedule (provide contractor name)
	ough GSA's multiple awards schedule (provide contractor name)
Passenger: Note- It's	s not required to report passenger travel to GSA, however this
Passenger: Note- It's	
Passenger: Note- It's nformation still nee	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend.
Passenger: Note- It's nformation still nee	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend.
Passenger: Note- It's information still nee	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend.
Passenger: Note- It's information still nee	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend.
Passenger: Note- It's nformation still nee Rail TPPS Contract auditor thro	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend.
Passenger: Note- It's information still need Rail TPPS Contract auditor thro Water/Ocean TPPS	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend. Internal Audit Program Direct Contract with audit service provide ough GSA's multiple awards schedule (provide contractor name) Internal Audit Program Direct Contract with audit service provide
Passenger: Note- It's information still nee Rail TPPS Contract auditor thro Water/Ocean TPPS	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend.
Passenger: Note- It's information still need	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend. Internal Audit Program Direct Contract with audit service provider ough GSA's multiple awards schedule (provide contractor name) Internal Audit Program Direct Contract with audit service provider
Passenger: Note- It's information still nee Rail TPPS Contract auditor thro Water/Ocean TPPS	s not required to report passenger travel to GSA, however this eds to be captured in your overall spend. Internal Audit Program Direct Contract with audit service provider ough GSA's multiple awards schedule (provide contractor name) Internal Audit Program Direct Contract with audit service provider

s B	Il agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov , ubject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; illed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA udits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Example- Move Mgmt. via MOU Third Party Payment System (Payport Express, Syncada, etc.) Another method? Lucy Perez, CTC 216-267-2000 ext 2085
d T V P	Il agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing ocuments to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, ransportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Vashington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party ayment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will eceive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email December 1000 mail or content to the content of the cont
prepayme agency m whether are met, i SOW or co For (a) th (a). Requir	ibed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their ent audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your ust respond to each of the below elements of an acceptable prepayment audit program, regardless of the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, contract with the prepayment auditor. Trough (j) below, Please briefly describe how your agency will satisfy each of the elements: Tres the agency's CFO approval of the transportation prepayment audit program with The to GSA Transportation Audits Division;
NRC will	ly with the Prompt Payment Act
100	ithin 30 days of receiving the bill from CT Logistics, to comply with the Prompt Payment Act
determine delineate	e that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to e which contract or rate tender is used and that the type and quantity of any additional services are clearly d; ntains compliance via GSA Tenders
(d). Verify	all transportation bills against filed rates and charges before payment;
	ar Prepay-audit company CT Logistics that does verifies the rates and charges before payment. To ensure they are applicable with the current Tariff rates.
The second second second	rd all transportation documentation monthly to the GSA Audit Division; ics sends a monthly report directly to GSA, via email.
-	

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unustickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A	sed
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audi	it:
Our current contract with CT Logistics in Section B.2 states the Min and Max amount. See attached	
They are also required to audit all carrier billing before payment.	
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contract address and in the electronic format identified for the prepayment audit, transportation document United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall contractor and made available for the on-site Government audits.	ts which show that the
CISIA/FAEIGNILITEAH WIN ISUUHHILITEH BEKITEH IN IN ENERGIAN I IMBHOEIS //// N/A	
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amount within the 3 years; NRC's Financial Office will process any offset if required.	nts owed to the TSP
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifical adjustment within 7 calendar days of receipt of the bill; Carriers are required to submit corrected invoices prior to submission of voucher	ications to the TSP of any
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeamount billed;	eal any reduction in the
NRC will follow the GSA Appeals/Dispute process according to CFR 102-118, Subpart-F	
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial recharged on the invoice.	ejection of the sated
CT Logistics would contact the TSP with the full or partial rejection.	
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our billing department receives the Pre-Audit papers and logs them with a specific Task Order and Invoice numbering system to handle commercial paper and practices.	
We have a direct contract with an audit service provider or a GSA multiple awards schedule contract, MOU, or IAA expires on: GS-23F0095K-NRC-HQ-7N-15-T-0001 Expires 02/22/2018 Prepared by (Type or Print: (b) (6), (b) (7)(C) Date	Contractor and the
(b) (6), (b) (7)(C) Type or Print (Highest agency level budget or financial officer)	1/17

agency level budget or financial officer)

Additional Information:		Date
	For GSA use only	
Approved	pelow)	
omments (GSA schedule and/or third party contract effe	ective dates, etc):	
ignature GSA Approval Authority ————————————————————————————————————	Date	

Donna M. Jack
Chief, Audit Policy and Review Branch
Transportation Audits Division
General Services Administration
Office of Travel, Employee Relocation and Transportation (QMC)
Attn: 1800 F St NW
3rd Floor, Mail Hub 3400
Washington, DC 20405

(b) (6), (b) (7)(C)

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
AMENDMENT/MODIFICATION NO.		A DECURSITION DUDGUAGE DEC NO	1 6
	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. CFO-17-0003	5. PROJECT NO. (If applicable)
10005 ISSUED BY CODE	See Block 16C	7. ADMINISTERED BY (If other than Item 6)	CODE
S NRC - HO	NRCHQ	1. ADMINISTERED D1 (a other than item of	CODE
CQUISITION MANAGEMENT DIVIS ALL STOP TWFN-5E03 ASHINGTON DC 20555-0001	SION		
NAME AND ADDRESS OF CONTRACTOR (No., stree	t county State and ZIP Code	(A) 9A. AMENDMENT OF SOLICITATION NO.	
		(x) 9A, AMENDMENT OF SOLICITATION NO.	
T LOGISTICS		9B. DATED (SEE ITEM 11)	
2487 PLAZA DR LEVELAND OH 441301056		BO. DATED (SEE TEM (I)	
3212210			
		x I0A MODIFICATION OF CONTRACT/ORDER N GS23F0095K	0.
		NRC-HQ-7N-15-T-0001	
056	Is our record	10B. DATED (SEE ITEM 13)	
ODE 010838738	FACILITY CODE	01/29/2015	
The above numbered solicitation is amended as set for	11. THIS ITEM ONLY APPLIES TO A		nded. Dis not extended.
virtue of this amendment you desire to change an offer to the solicitation and this amendment, and is receive 2. ACCOUNTING AND APPROPRIATION DATA (If req	or already submitted , such change may be d prior to the opening hour and date spec		
ee Schedule	Noc		
		S. IT MODIFIES THE CONTRACT/ORDER NO. AS DEC	
A THIS CHANGE ORDER IS ISSUED ORDER NO. IN ITEM 10A. 52.243-1 Changes - I B. THE ABOVE NUMBERED CONTRA- appropriation date, etc.) SET FORTI	PURSUANT TO (Specify authority) THE Fixed Price, 52.232-2	CHANGES SET FORTH IN ITEM 14 ARE MADE IN TO 2 Limitation of Funds THE ADMINISTRATIVE CHANGES (such as changes of HORITY OF FAR 43.103(b).	HE CONTRACT
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REFERENCE NO. OF DOCUMENT BEING CONTINUED GS23F0095K/NRC-HQ-7N-15-T-0001/M0005 PAGE 2

OF

NAME OF OFFEROR OR CONTRACTOR T LOGISTICS

M NO.	SUPPLIES/SERVICES	QUANTITY (C)	(D)	UNIT PRICE	AMOUNT (F)
A)	(B)	(0)	(D)	(E)	(E)
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	2017-X0200-FEEBASED-7N-7ND001-N7008-51-G-128-252A-				
	7N-N7008				
	BBFY 2017	-10			
	EBFY		1.04		
	Fund X0200				
	Funds Source FEEBASED			200	
	YBA				
	Office 7N				
	Division 7ND001				
	Branch				
	Cost Ctr (Job Code) N7008				
	Major prog/business 51				
	Product Line G				
	Product 128				
	BOC 252A				
	REIM Agreement Num				
	REIM Agmt Line Num				
	FAIMIS Template Name 7N-N7008				
	Quantity: 0				
	Amount: \$1,500.00				
	Percent: 50				
	Subject To Funding: N				
	Payment Address:	30			
	U.S. Nuclear Regulatory Commission				
	One White Flint North	4.00			
	11555 Rockville Pike				
	Mailstop 03-E17A				
	Rockville MD 20852-2738	ν			
		104			
	Land the second of the second			1000	
	Delivery Location Code: NRCHQ		1		
	US NUCLEAR REGULATORY COMMISSION-				
	MAIL PROCESSING CENTER				
	4930 BOILING BROOK PARKWAY				
	ROCKVILLE MD 20852 USA				
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B.1 NRCB060 CONSIDERATION AND OBLIGATION-DELIVERY ORDERS

- (a) The current ceiling of this order for the supplies is \$4,500.00.
- (b) This order is subject to the minimum and maximum ordering requirements set forth in section B.2 below.
- (c) The amount presently obligated with respect to this order is \$3,908.00. This obligation fulfills the minimum ordering amount specified above. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 Contract Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
- (d) The Contractor shall comply with the provisions of FAR 52.232-22 Limitation of Funds, for incrementally-funded delivery orders or task orders.

B.2 PRICE/COST SCHEDULE

Base Year Ordering Ceiling: \$1,500.00

Base Year: February 23, 2015 through February 22, 2016

CLIN	Description of Services	Cost
0001	Motor Freight (per bill)	\$3.58
0002	Air Freight (per bill)	\$3.24
0003	Household Goods (per bill)	\$4.40
0004	Weekly Report – Reports up to 32 data elements with maximum record length of 230 characters. Not to exceed 4 reports monthly (per report)	\$0.80

Other Fees		
CLIN	Description of Services	Cost
0004a	Express Mail (per report)	\$26.96
0004b	Price Per 50 keystrokes for additional management information	\$4.41
0004c	Additional cost per bill for providing daily reports on tape	\$0.09
0004d	Price for Additional Programming	\$135.80
0005	Duplicate Bill Determination (per bill)	\$0.08
0006	Document Match Services (per bill)	\$1.19
0007	Vouchers Schedule Preparation (price per schedule prepared)	\$1.46

Option Year One Ordering Ceiling: \$1,500.00 Option Year One: February 23, 2016 through February 22, 2017

CLIN	Description of Services	Cost
1001	Motor Freight (per bill)	\$3.65
1002	Air Freight (per bill)	\$3.30
1003	Household Goods (per bill)	\$4.48
1004	Weekly Report – Reports up to 32 data elements with maximum record length of 230 characters. Not to exceed 4 reports monthly (per report)	\$0.82

Other Fees		
CLIN	Description of Services	Cost
1004a	Express Mail (per report)	\$27.50
1004b	Price Per 50 keystrokes for additional management information	\$4.50
1004c	Additional cost per bill for providing daily reports on tape	\$0.09
1004d	Price for Additional Programming	\$138.52
1005	Duplicate Bill Determination (per bill)	\$0.08
1006	Document Match Services (per bill)	\$1.21
1007	Vouchers Schedule Preparation (price per schedule prepared)	\$1.49

Option Year Two Ordering Ceiling: \$1,500.00
Option Year Two: February 23, 2017 through February 22, 2018

CLIN	Description of Services	Cost
1001	Motor Freight (per bill)	\$3.72
1002	Air Freight (per bill)	\$3.37
1003	Household Goods (per bill)	\$4.58
1004	Weekly Report – Reports up to 32 data elements with maximum record length of 230 characters. Not to exceed 4 reports monthly (per report)	\$0.83

Other Fe	es de la companya de	
CLIN	Description of Services	Cost
1004a	Express Mail (per report)	\$28.05
1004b	Price Per 50 keystrokes for additional management information	\$4.59
1004c	Additional cost per bill for providing daily reports on tape	\$0.09
1004d	Price for Additional Programming	\$141.29
1005	Duplicate Bill Determination (per bill)	\$0.08
1006	Document Match Services (per bill)	\$1.24
1007	Vouchers Schedule Preparation (price per schedule prepared)	\$1.52

Option Year Three Ordering Ceiling: \$1,500.00 Option Year Three: February 23, 2018 through February 22, 2019

CLIN	Description of Services	Cost
1001	Motor Freight (per bill)	\$3.80
1002	Air Freight (per bill)	\$3.44
1003	Household Goods (per bill)	\$4.67
1004	Weekly Report – Reports up to 32 data elements with maximum record length of 230 characters. Not to exceed 4 reports monthly (per report)	\$0.85

Other Fe	es de la companya de	
CLIN	Description of Services	Cost
1004a	Express Mail (per report)	\$28.61
1004b	Price Per 50 keystrokes for additional management information	\$4.68
1004c	Additional cost per bill for providing daily reports on tape	\$0.10
1004d	Price for Additional Programming	\$144.11
1005	Duplicate Bill Determination (per bill)	\$0.08
1006	Document Match Services (per bill)	\$1.26
1007	Vouchers Schedule Preparation (price per schedule prepared)	\$1.55

Option Year Four Ordering Ceiling: \$1,500.00 Option Year Four: February 23, 2019 through February 07, 2020

Adminis	trative Review and Examination of Bill Cost	
CLIN	Description of Services	Cost
1001	Motor Freight (per bill)	\$3.88
1002	Air Freight (per bill)	\$3.51
1003	Household Goods (per bill)	\$4.76
1004	Weekly Report – Reports up to 32 data elements with maximum record length of 230 characters. Not to exceed 4 reports monthly (per report)	\$0.87

Other Fe	es	
CLIN	Description of Services	Cost
1004a	Express Mail (per report)	\$29.18
1004b	Price Per 50 keystrokes for additional management information	\$4.77
1004c	Additional cost per bill for providing daily reports on tape	\$0.10
1004d	Price for Additional Programming	\$146.99
1005	Duplicate Bill Determination (per bill)	\$0.09
1006	Document Match Services (per bill)	\$1.26
1007	Vouchers Schedule Preparation (price per schedule prepared)	\$1.58

F.2 NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013)

This order shall commence on February 23, 2015 and will expire on February 22, 2018.

Base Year: February 23, 2015 through February 22, 2016
Option Year One: February 23, 2016 through February 22, 2017
Option Year Two: February 23, 2017 through February 22, 2018
Option Year Four: February 23, 2019 through February 07, 2020

1.4 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after February 07, 2020.

I.8 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed Five (5) years.



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PA	t	emplate and submit to any questions regarding audit.policy@gsa.gov.	: audit.policy@gsa.gov; and type "Age the completion of this template, we	ency PPA" in the subject line. If there are	
A.	Dej	partment : NATIONAL	SCIENCE FOUNDATION	*	
	(Exa	ample: Department of	Homeland Security)		
B. Agency : Division of Administration Services/Systems and Services Branch/Travel Management Services					
	•	ample: FEMA, TSA, FLETC)			
C.		dress 2415 Eisenhower Ave			
D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency lease provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office lease provide the ALC for each organization as seen below):					
		ALC	Department/Agency	AGENCY/BUREAU	
		Ex-70004001	Department of Homeland Security	FEMA	
	49	000001	National Science Foundation	Div of Admin Svs/Travel	
		OC Name: The POC should be a person	Title: Email: (b) (c) That GSA can contact to clarify or obtain addition		
PA	RT I	l:			
	1.		ntified in Number 3 below (Please provide	ALL Transportation of Things and/or People, dollar amount for the entire organization or	
	2.	you have multiple metho Express or Freight - Inten Third party paym	ds, identify method by mode. (Example: D		

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

Direct contract with audit service provider (address elements listed in PART III and provide
the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
(address elements listed in PART III and provide the expiration date of the contract or MOU)
3. Modes audited under this plan and applicable method of audit (Check all that apply):
Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider
Contract auditor through GSA's multiple awards schedule (provide contractor name)
Domestic Household Goods
TPPS Internal Audit Program ✓ Direct Contract with audit service provider
Contract auditor through GSA's multiple awards schedule (provide contractor name) Bureau of Fiscal Service-ARC
· —
Foreign Household Goods
TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Motor/Freight
☐ TPPS ☐ ☐ Internal Audit Program ☐ Direct Contract with audit service provider
Contract auditor through GSA's multiple awards schedule (provide contractor name)
Passenger: Note- It's not required to report passenger travel to GSA, however this
information still needs to be captured in your overall spend.
Rail
TPPS Internal Audit Program Direct Contract with audit service provider
Contract auditor through GSA's multiple awards schedule (provide contractor name)
Water/Ocean
TPPS Internal Audit Program Direct Contract with audit service provider
Contract auditor through GSA's multiple awards schedule (provide contractor name)
Pipeline
TPPS Internal Audit Program Direct Contract with audit service provider
Contract auditor through GSA's multiple awards schedule (provide contractor name)
Small Parcels
TPPS Internal Audit Program Direct Contract with audit service provider
Contractor audit through GSA's multiple awards schedule (provide contrator name)

 4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u>, subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from:
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mail CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; NSF will secure the required signature
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with the rate tender information
(d). Verify all transportation bills against filed rates and charges before payment;
We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division;
Monthly report sent from Bureau of Fiscal Services

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; All transportation invoices are audited
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; NSF complies with applicable mandates from the GSA Audits Division.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of ar adjustment within 7 calendar days of receipt of the bill; This is done as part of our Prompt Payment procedures.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed:
Any amounts in question are resolved prior to invoice payment.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The carrier is notified of any rejections along with the applicable reason for rejection.
(m). Implement a unique agency numbering system to handle commercial paper and practices.
Our system is structured to capture and ensure there is no duplication
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 9/30/2018 Prepared by (Type or Print)
(b) (6), (b) (7)(C) Signature (Highest Relocation Officer)

Additional Information:					Date
- Indicate in or in a control in		-			
		For GSA use of	nly		
S Approved Not Ap	proved (see comr	nents below)			
comments (GSA schedule and/o	r third party contr	act effective dates, etc):_	Follow up in	Se <u>ptember for new 1</u>	ΑΑ
4			_		W.
	CHARLES	Digitally signed by			



PREPAYMENTAUDITPROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest-level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: DEPARTMENT OF JUSTICE (DOJ)

(Example: Department of Homeland Security)

B. Agency : Justice Management Division, Travel Services Group

(Example: FEMA, TSA, FLETC)

C. Address: 145 N Street, NE Washington, DC 20530

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department</u>	Agency/Bureau
15010004	Department of Justice	Justice Management Div.
Ex-70004001	Department of Homeland Security	FEMA

Poc Name: Email. Photography of the Poc should be a person that GSA can contact to clarify or obtain additional information.)

PART II:

 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) Fiscal Year 20 : \$1,100,000

2.	Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If
	you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort
	Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
	Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc)
	Internal Audit Program (address elements listed in PART III)

 $^{^{1}}$ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) Auditech Motor/Freight
	TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: ✓ The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to

f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A - All HHG transportation bills are audited before payment.
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
N/A - All transportation bills are subject to audit.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. Not applicable.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; DOJ complies with applicable mandates from the GSA Audits Division.
(j). Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; We comply by adhering to Prompt Payment Act procedures.
(k). Implement an appellate process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed. Please describe:
All discrepancies are resolved prior to payment.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice. All full and partial rejection(s) sent to the carrier contain an explanation of the reason(s) for rejection.
(m). Implement a unique agency numbering system to handle commercial paper and practices. The financial management system we utilize assigns a unique identifying number to each document.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on:
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 9/29/2021

	For GSA use only	
Approved	Not Approved (see comments below)	
ments (GSA sch	edule and/or third party contract effective dates, etc):	



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statuatory requirements. Please complete this template and submit to: aud type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PART I:

- A. Department/Agency Name Office of Personnel Management (managed via IA by EPA Federal Employee Relocation Center)

 (Example: General Services Administration)
- B. Address 1900 E Street (NW) Washington, DC 20415
- C. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

	4/000016	GENERAL SERVICES ADMINISTRATION	BCEA
	47000017	GENERAL SERVICES ADMINISTRATION	FINANCIAL SERVICES DIVISION
	47000018	GENERAL SERVICES ADMINISTRATION	INTRA-GOV. TRANSACTIONS PORTAL (IGIP)
	ALC	Department/Agency	Bureau/Office
6	8010727	Environmental Protection Agency	EPA (All-invoices are paid by EPA)-
	24000001	Office Of Personnel Manageme	ent All invoices are paid by EPA

POC Name: (b) (6), (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C)

(The POC should be a person that GSA can contact to clarify or obtain additional information.)

OFMERAL OFFICE ARMINISTRATION

PART II:

- How much does your agency spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$25,456.49 (FY-16)
- 2. Type of Prepayment Audit Program¹: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 - Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 - Internal Audit Program (address elements listed in PART III)
 - Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
 - Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)

^{&#}x27;Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41 CFR 102-118 Subpart D



3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	✓ Air Cargo ☐ TPPS ☐ Internal Audit Program ✓ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☑ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS
	Motor/Freight TPPS
	Passenger TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Rail TPPS
	Water/Ocean ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) www.gsa.gov/transaudits
	2 of 5



4. All entities conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.g subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Cou Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. Go Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Move Management Inc. (MMI) via MOU (EI Third Party Payment System (Payport Express, Syncada, etc.) Another method? EPA-OPM Interagency Agreement
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GS Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): mail TOD
PART III
As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor. For (a) through (j) below, briefly describe how your agency will satisfy each of the elements: (a). Verify all transportation bills against filed rates and charges before payment;
All charges are verified using the GSA-01 / GSA-500A Rate Tender or applicable tariff rate in cases where the GSA-01 / GSA-500A is not applicable.
(b). Comply with the Prompt Payment Act EPA finance system ensures compliance with the Prompt Payment Act for all vendor payments.
(c). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; Per MOU (Scope of Coverage) provider (MMI) is required to audit all carrier billings.
(d). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; The EPA Cincinnati Finance Center (CFC) will coordinate and process on behalf of OPM any offsets required by the GSA Audit Division.



(e). Be approved by the GSA Audit Division. After the initial approval, the agency may be subject to	periodic program
review and re-approval	
EPA prepayment audit is performed by Move Management, Inc. (MMI), a CHAMP approved move manager. MMI has been an approved pre	payment audit firm since 200

(f). Complete accurate audits of transportation bills and notify the TSP of any adjustment within 7 c	alendar days of
receipt	
MMI performs a thorough audit of every invoice within 7 days of receipt and issues written correction notices to the carrier when errors are for	ound.
Carriers are required to submit corrected invoice prior to submission of voucher to the EPA.	
/-> County provide matters to the TCDs that do not be to detailed a second for the County of the cou	
(g). Create accurate notices to the TSPs that describe in detail the reasons for any full or partial reje	ection
of the stated charges on the invoice	
Move Management, Inc. prepares a detailed correction notice which is provided to the TSP when errors are found. Example of correction not	tice is attached hereto.
30 10 10 10 10 10 10 10 10 10 10 10 10 10	
(h). Forward documentation monthly to the GSA Audit Division	
Move Management currently submits a monthly report to the GSA Audit Division for all EPA volume (internal and external customers, including	ng OPM).
(i) Establish procedures in which transportation hills not subject to avenue want sudit /i.e. hills for	
(i). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for u	
tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; an	d
Not applicable. All bills are audited by MMI per their MOU with EPA.	
(i) Incolorant a unique access a unique action to be all a constant and action to be all access and access to be all access to	
Implement a unique agency numbering system to handle commercial paper and practices.	
Unique Bill of lading numbers are assigned to each shipment thru EPA program.	



We have a direct contract with an audit service provider or a contract, MOU, or IAA expires on: EPA-MMI (MOU): 04/03/	
Prepared by (Type or Print) (b) (6), (b) (7)(C)	Date 10-13-2016
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Type or Print (Highest level budget or financial officer) Title	Signature (Highest level budget or financial officer)
	10/19/2016 Date
Additional Information: EPA-MMI MOU attached.	
MMI Example Correction Notice attached.	
EPA is OPM's full service Relocation Service Provider (RSP) via Inter-agency Agreement (a	agency-agency)
For GSA use only	
Approved Not Approved (see comments below)	
Comments (GSA schedule and/or third party contract effective dates, etc):	101 U
DONNA JACK Digitally signed by DONNA JACK DiviceUS, 0=US, Government, ou=General Services Antistation, cn=DONNA JACK 09:2342.19200300.100.1.=-DONNA JACK 09:2342.19200300.100.1.=-DONNA JACK 09:2342.19200300.100.1.=-DONNA JACK 09:2342.19200300.100.1.=-DONNA JACK 09:2342.19200300.100.1.=-DONNA JACK 09:2342.19200300.100.1.0.1.=-DONNA JACK 09:2342.19200300.100.1.=-DONNA JACK 09:2342.19200.100.100.100.100.100.100.100.100.100.	12/5/2016 Date
Donna M. Jack Chief, Audit Policy and Review Branch Transportation Audits Division General Services Administration The Office of Travel and Transportation Services (QMC)	

(b) (6), (b) (7)(C)

3rd Floor, Mail Hub 3400 Washington, DC 20405

Attn: 1800 F St NW

www.gsa.gov/transaudits 5 of 5

(b) (6), (b) (7)(C)

From:

Sent:

To: Cc:

Subject:

(b) (6), (b) (7)(C)

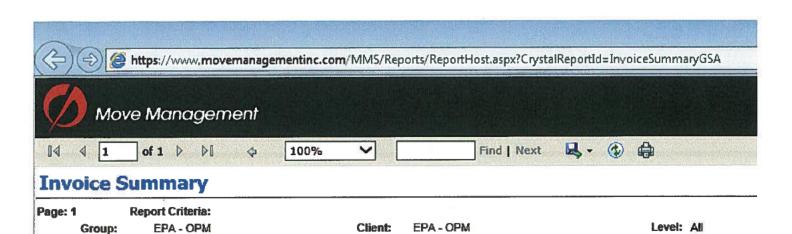
Friday, October 14, 2016 7:23 AM



RE: OPM - Prepayment Audit Program (Draft)

Hello Myrtle,

This info was pulled from our move management system for invoices billed in FY-16. Let me know if this is what you need. Thanks.



Note: Initially Sorted t

Move Type: All

Total Estimate: \$27,635.36 Total Actual Cost: \$25,456.49

Agent:

Date To:

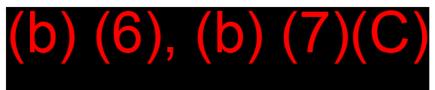
09/30/2016

Travel Travel **Total Estimated** Shipment Obligation # Transferee Name Order # GBL Number **GBL Type** Authorization # Cost Type HHG 224388 ND956182 Virtual OPM0021 \$6,736.63 ALLI, ERIC \$6,736.63 Virtual **OPM0021** ALLI, ERIC HHG 224388 ND956182 Virtual **OPM0020** \$8,941.57 DUNN, RICHARD HHG 224387 ND956181 AUTO 229471 ND956193 **OPM0022** \$1,415.92 THOMPSON, REBECCA OPM0022 \$10,541,24 THOMPSON, REBECCA HHG 229387 N0956192 Virtual OPM0022 \$10,541.24 THOMPSON, REBECCA HHG 229387 ND956192 Virtual

Carrier:

Date From:

10/01/2015



Website: www.relocatefeds.gov

From: (b) (6), (b) (7)(C)

Sent: Thursday, October 13, 2016 1:30 PM

To: Cc: <spar (b) (6), (b) (7)(C)

Subject: RE: OPM - Prepayment Audit Program (Draft)

Hi William, thanks for the Prepayment audit Program Plan for OPM's signature. I have one request, please provide a copy of invoices or spreadsheet of the organization within OPM which makes up the dollar amount (\$24,456.49) in part 11 on the draft report. Thanks for your assistance.

from: (b) (6), (b) (7)(C)

Sent: Thursday, October 13, 2016 12:22 PM

 $_{cc}^{To:}(b)(6),(b)(7)(C)$

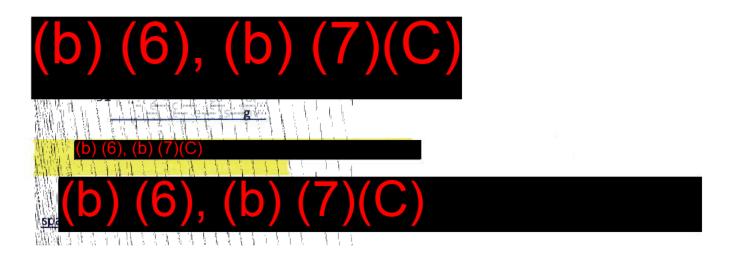
Subject: FW: OPM - Prepayment Audit Program (Draft)

Importance: High

Hello (b) (6), (b) (7)(C)

GSA Audits Division have reviewed and pre-approved the draft OPM Prepayment Audit Program Plan pending your Budget or CFO Office signature (OPM).

Please sign/return to me and I'll forward to GSA on your behalf for final GSA signature/approval. I will forward you a copy of the final approved plan after GSA signs. Thanks!



(b) (6), (b) (7)(C)

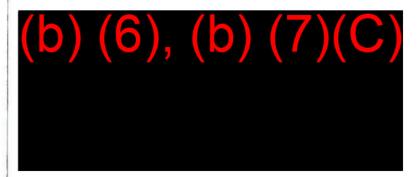
The documents look to be in good order, pending Budget, or Financial Officer signature.

V/r

On Thu, Oct 13, 2016 at 8:00 AM, (b) (6), (b) (7)(C) wrote:

Hello Again (1)(6,0)

Per our conversation here is the OPM Prepayment Audit Program draft. Please preview before we send over to OPM (CFO Office) for signature. Thanks!



Website: www.relocatefeds.gov

From: (b) (6), (b) (7)(C)

Sent: Wednesday, October 12, 2016 3:50 PM

 T_0 : (b) (6), (b) (7)(C)

Ce: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)

Subject: EPA - Prepayment Audit Program (Draft)

Importance: High

Hello (0)(6),(0)(7)

Per our conversation earlier, here is a draft copy of the EPA Prepayment Audit Program. Once you ok the draft I will submit to out CFO office for signature approval and will then send back to you for final approval. I also included our MOU with Move Management Inc. (MMI) who is the auditor for our program. There is a correction notice example attached as well for reference.

Also per our discussion, I spoke with OPM (CFO Office) and they are ok with the plan we outlined to get them into compliance. We'll draft the Audit Program and will send to you also for a preview. We will include info in the document pertaining to our MOU as the 3rd party auditor (MMI) and our IA with OPM as the service provider (EPA). This should cover all the bases.

If I missed anything just let me know. Thanks!



(b) (6), (b) (7)(C)

Program Analyst

General Services Administration



Transportation Audits Division (QMCAB)

1800 F Street, NW

Washington, DC 20405

(b) (6), (b) (7)(C)



PREPAYMENTAUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program

P	′ /	N I	,	٠.	
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D A	must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there a any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov. RTI:	
	Department : SOCIAL SECURITY ADMINISTRATION	
٦.	(Example: Department of Homeland Security)	
В.	Agency : SSA	
	(Example: FEMA, TSA, FLETC)	
C.	Address 6401 Security Blvd, Baltimore Maryland, 21235	_
D.	Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):	
	ALC Department/Agency AGENCY/BUREAU	
	28040001 Social Security Administration SSA Ex-70004001 Department of Homeland Security FEMA	
	POC Name: Title: Title: Email: (b) (6), (b) (7)(C) The POC should be a person that GSA can contact to clarify or obtain additional information.)	<u> </u>
PA	RT II:	
	 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization of by ALC identified in PART I) FY 17-\$5,595,989 	
	 Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.	:

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide
	the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
٠.	Air Cargo
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	V Domestic Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	✓ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	BGRS
	Foreign Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	✓ Motor/Freight
	☐ TPPS ☐ ☐ Internal Audit Program ☐ Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	GMG Management Consulting
	Descenses Note It's not required to report passanger travel to CSA however this
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	information still needs to be captared in your overall spena.
	Rail
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA
Audits will receive this information from:
 The agency POC ✓ An auditor (Provide the name of the Auditor) BGRS and SSA Third Party Payment System (Payport Express, Syncada, etc.) Another method?
Third Party Payment System (Payport Express, Syntada, etc.) Another method:
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email ✓ mail CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
Office will secure the necessary signature as per CFR 102-118
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information
(d). Verify all transportation bills against filed rates and charges before payment;
We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division;
The prepayment report is sent monthly to GSA for freight reporting by SSA, and the Auditor BGRS submits household goods
information. Post-payment invoices will be mailed.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division;	
Not applicable to SSA(Note-Smart pay travel card information is received automatically by GSA)	
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; All invoices will be audited.	
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall subnaddress and in the electronic format identified for the prepayment audit, transportation documents which sho United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintain contractor and made available for the on-site Government audits. Our Audit provider identifies any cost reimbursable contract items over \$100.00 and submits to GSA for audits.	w that the
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to within the 3 years; Our agency complies with applicable directives from the GSA Audits Division	the TSP
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the adjustment within 7 calendar days of receipt of the bill; This is part of our Prompt Payment Act procedures	e TSP of any
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reductamount billed;	tion in the
Any amounts in question are resolved prior to payments.	
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of t stated charged on the invoice.	he
Carriers are notified of any rejections along with the reason for rejection	
(m). Implement a unique agency numbering system to handle commercial paper and practices. SSA systems is setup to ensure there is no duplication of numbers	
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor a contract, MOU, or IAA expires on 7/9/2019	nd the
Prepared by (Type or Print) Date 8/9/2018	_
(b) (6), (b) (7	')(C)

	Date
Additional Information:	
# 4 Continued- GMG Management Consulting.	
For GSA use only	
Approved Not Approved (see comments below)	
Comments (GSA schedule and/or third party contract effective dates, etc):	
_	
CHARLES Digitally signed by CHARLES WHALEY	
WHAI FY Date: 2018.08.29	
Signature GSA Approval Authority — This is a signature GSA Approva	2018

8/23/18

Charles E. Whaley Chief, Audit Policy and Review Branch Transportation Audits Division

General Services Administration Office of Travel, Employee Relocation and Transportation Attn: 1800 F St NW 3rd Floor, Mail Hub 3400 Washington, DC 20405 202-969-4057



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

	t	emplate and subm	it to: audit.policy@gsa.gov; and type	"Agency PPA" in the subject line. If there are				
			rding the completion of this template	, we can be contacted at				
PA	IRT	udit.policy@gsa.g I:	ov.					
A.	Dep	Department : DEPARTMENT OF AGRICULTURE						
		(Example: Department of Homeland Security)						
B. Agency : USDA-GIPSA (Grain Inspection, Packers and Stockyards Administration)								
(Example: FEMA, TSA, FLETC)								
 C. Address 14th & Independence Avenue, SW, Room 2542, Washington, DC 20250 D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Age 								
D.	ple	ase provide your ALC		e: If you report at the Department/Agency level, 000. If you report at the Bureau or Office level,				
		ALC 12403600 Ex-70004001	Department/Agency USDA-GIPSA Department of Homeland Security	AGENCY/BUREAU USDA-GIPSA (Grain Inspection,P FEMA				
		OC Name: (b) (6), (b) The POC should be a pe	(7)(©) Title: (b) (6), (b) (7)(©) Email: erson that GSA can contact to clarify or obtain	(b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C) additional information.)				
PA	RT I	i :						
	1.	 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$150,000.00 						
 Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS-Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc.) Internal Audit Program (address elements listed in PART III) 								

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name) APIS (See notes below)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Contract auditor through GSA's multiple awards schedule (provide contractor name) Small parcel with UPS
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
•	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method? See POC below 5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing
documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mail CD
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; Agency will secure signature
(b). Comply with the Prompt Payment Act Bills typically processed within three days of receipt
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Utilizes concur negotiated rates for TDY, mail department has negotiated contract with UPS
Our vendors submits their invoices/manifest to APHIS, and they ensure it contains the bill of lading with rate tender information
(d). Verify all transportation bills against filed rates and charges before payment;
Validate with TO prior to payment that rates and charges, and applicable
(e). Forward all transportation documentation monthly to the GSA Audit Division; The prepayment report is sent monthly to GSA by our office

tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; The documentation comes to GSA via Smart Pay vendors	_
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;	
Our agency does not have minimum threshold	
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to address and in the electronic format identified for the prepayment audit, transportation documents which show that United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by contractor and made available for the on-site Government audits.	+ + h =
BPA transportation is less than \$100.00 cost reimbursable contracts do not fall into this category	
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the T. within the 3 years; Our agency National Finance Center will work with GSA for resolution. GSA utilizes CRS to offset payments	iP
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP adjustment within 7 calendar days of receipt of the bill; We reach out to vendor prior to contacting US bank credit card for transportation payment resolution	— of any
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in amount billed;	the
Work with vendor directly to ensure invoice is properly paid. If not resolved, then appeal to GSA for assistance	_
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.	
We would reach out to vendor to resolve issue	
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our agency have a numbering system to avoid duplication. This is done by commercial vendor	_
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on	
Prepared by (Type or Print) (b) (6), (b) (7)(C)	

Title

Signature (Highest agency level budget or financial officer)

Type or Print (sugness agency level budget or financial office)

Additional Informati	Date
Additional Information:	4.2
USDA utilizes internal department Animal & Plant Health Inspection Service for household POC contact for report submission: Rose D.Alexander-Management Analyst rose.d.alex	Id goods movements audits
The business and the second se	ander@usda.gov/ Phone # 202-690-0881
For GSA use only	
Approved Not Approved (see comments below)	
0000 € 00000000 • 0	
omments (GSA schedule and/or third party contract effective dates, etc):	
	,
DONNA JACK SPECIAL SOURCE AND COMMENTAL OF	
gnature GSA Approval Authority Date - Date -	May 24, 2017

Donna M. Jack
Chief, Audit Policy and Review Branch
Transportation Audits Division
General Services Administration
Office of Travel, Employee Relocation and Transportation (QMC)
Attn: 1800 F St NW
3rd Floor, Mail Hub 3400
Washington, DC 20405



The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

				pe "Agency PPA" in the subject line. If there are ate, we can be contacted at
PΑ		udit.policv@gsa.gov.	te completion of this temp	ace, we can be contacted at
A.		partment : DEPARTMEN	T OF AGRICULTURE	,
•	,	ample: Department of Ho		
В.		ency: National Agricultural St		
	(Exa	ample: FEMA, TSA, FLETC)		
C.			nue,SW,Washington,DC 20250	
D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below): ALC Department/Agency AGENCY/BUREAU				
	bak 7	<u>ALC</u>	•	
		Ex-70004001	Department of Homeland Secu	A second control of the control of t
	124	402000	USDA/NASS	Central DC
		OC Name: (b) (6), (b) (7)(C) The POC should be a person tha	Title: _ <mark>(b) (6), (b) (7)(C)</mark> Em t GSA can contact to clarify or obt	ail: (b) (6), (b) (7)(C) Phone: (b) (6), (b) (7)(C) phone: (c) (6), (d) (7)(C)
PΑ	RT I	l:		
	1.		ied in Number 3 below (Please	ally, on ALL Transportation of Things and/or People, provide dollar amount for the entire organization or
	2.	you have multiple methods Express or Freight - Internal Third party paymen	identify method by mode. (Exa Audit Program)) Utilize the be	please select how you perform prepayment audits. If mple: Domestic Household Goods – TPPS- PayPort low information to complete Number 3 and Part III. m name, i.e. Payport Express, Syncada, etc) in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

Direct contract with audit service provider (address elements listed in PART III and provide
the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3. Modes audited under this plan and applicable method of audit (Check all that apply):
Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Motor/Freight TPPS Internal Audit Program Contract auditor through GSA's multiple awards schedule (provide contractor name)
Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule {provide contractor name}
Pipeline TPPS
Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to audit.policy@gsa.gov subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Parsifal(Interstate, Allied & Another method? Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): ### mail
PART III As prescribed in 41 CFR 102 118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
USDA/NASS will secure the required signature
(b). Comply with the Prompt Payment Act All invoices are processed and payment made accordingly
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with the rate tender information
(d). Verify all transportation bills against filed rates and charges before payment; We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division; Yes, we will forward paid invoices to GSA for audit.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
Yes, all bills are subject to audit.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Yes, we will offset debts if directed by GSA
(j). Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of any adjustment within 7 calendar days of receipt of the bill; Yes, we concur and prepayment auditor will perform accurate audits and required notifications.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
Any amounts in question are resolved prior to invoice payment.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
Yes, accurate and detailed notices will be accomplished.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Yes, unique numbers are issued for payment and references.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on Interstate Dec 31, 2022 Allied effective 3/27/18 (Indefinate)
Prepared by (Type or Print) (6) , (6) , (6) , (6) , (6) , (7) , (6)

Title

Signature (Hisflest agency level budget or financial officer)

Type or Print (Highest agency level budget or financial office)

Additional Information:			Date
	For GSA use only	У	
S Approved Not App	roved (see comments below)		
omments (GSA schedule and/ort	hird party contract effective dates, etc):		· <u> </u>
		_	
	Nightshusingad bus CHADLES WHALEV		
ignature GSA Approval Authority	CHARLES WHALEY Digitally signed by CHARLES WHALEY Date: 2018.05.24 14:27:08-04000 Charles E. Whaley	Date ——————	
	Chief, Audit Policy and Review Branch		
	Transportation Audits Division		
	General Services Administration		
	Office of Travel, Employee Relocation and Attn: 1800 F St NW	Transportation	
	3rd Floor, Mail Hub 3400		
	Washington, pC 20405		
	2029694057		



The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are

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PA	any questions regard audit.policy@gsa.go .RT I:	ding the completion of this template, we v.	can be contacted at	
١.	Department : DEPART	MENT OF EDUCATION		
3.	(Example: Department of Homeland Security)			
2.	(Example: FEMA, TSA, FLETO Address 6500 South MacA	c) Arthur Blvd.Oklahoma City, OK 73169		
Э.	please provide your ALC f	LC)/Agency Bureau Code (ABC). Example: If your the entire organization such as 47000000. or each organization as seen below):		
	ALC	Department/Agency	AGENCY/BUREAU	
	Ex-70004001	Department of Homeland Security	FEMA	
	91020001 POC Name: (b) (6), (b) (7	Department of Education (itle: (b) (6), (b) (7)(C) Email: (b) (6)	DOE \$\frac{+}{6}, \text{(b) (7)(C)} \text{Phone:} \frac{(b) (6), (b) (7)(C)}{(b) (6), (b) (7)(C)} \text{Phone:} \text{Phone:} \text{Phone:} \text{Phone:} \text{Phone:} \qq \qq \qq \qq \qq \qq \qq \qq \qq \q	•
		son that GSA can contact to clarify or obtain addition	onal information.)	
Ά	RT II:			
		r "Department/Agency" spend, annually, on A		

P

1.	How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$20K
2.	Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III. Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc) Internal Audit Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide
	the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	Air Cargo
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	
	▼ Domestic Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	Croshal Co. S. JK Maying
	Graebel Co & JK Moving
	Foreign Household Goods
	TPPS
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Electrification through GSA's multiple awards scriedule (provide contractor name)
	Motor/Freight
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this
	information still needs to be captured in your overall spend.
	Rail
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Dinalina
	Pipeline Direct Contract with audit continue provides
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC ✓ An auditor (Provide the name of the Auditor) <u>Graebel & JK Moving</u> Third Party Payment System (Payport Express, Syncada, etc.) Another method?
All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Non applicable
Currently or historically, ESC has not experienced any such billing because all travelers are required to operate under current contract.
(g). llow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All DOE/ ESC GBL's issued for transportation are subject to 100% pre-payment audit regardless of amount, in accordance with the MOU For Household Goods Move
Management Services.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. Non applicable
Rarely, do we incur bill under \$100, however, all relocation documents are maintained on file for 6 years and 3 months regardless of the amount, in accordance with the statue of limitations.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Graebel Co/JK Moving and Storage will submit a invoice to the applicable agency for amount(s) owed or to settle any known debt.
(j), Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of any adjustment within 7 calendar days of receipt of the bill; Graebel/JK Moving are responsible for the audit and notification to the TSP of any required adjustments within 7 calendar days of receipt of the bill. If any discrepancy is noticed by ESC, ESC will contact
Graebel/JK Moving and Storage for resolutions within 3 days.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
In accordance with the MOU, it is he responsibility of Graebel or JK Moving and Storage to implement an appeals process for the TSP to appeal any reduction in the amount billed.
(I), Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice. In accordance with the MOU, Graebel or JK Moving and Storage will notify the TSP with full or partial rejection of the stated charge on the invoice.
(m). Implement a unique agency numbering system to handle commercial paper and practices. In accordance wi h the MOU, Graebel/JK Moving is responsible for creating a numbering system on our behalf. Our system is set up to identify, and ensure there is no duplication
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 4/30/2020 Per MOU
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 8/22/2017

0/22
Date
ponsible for the pre-payment audit and supplying the reports to GS

Date September 12, 2017

Donna M. Jack
Chief, Audit Policy and Review Branch
Transportation Audits Division
General Services Administration
Office of Travel, Employee Relocation and Transportation (QMC)
Attn: 1800 F St NW

DONNA JACK Dig to by signed by DONNA JACK ON CLUS COLUS COLU

3rd Floor, Mail Hub 3400

Signature GSA Approval Authority

Washington, DC 20405



The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at

PA	•	ing the completion of this template .	0 ,	•
Α.	Department : DEPARTI	MENT OF DEFENSE	*	
۸.	•	of Homeland Security)		
В.	Agency : Defense Logistics	• •		
٠.	(Example: FEMA, TSA, FLETC)			
c.		man Road, Fort Belvoir, VA 22060		
D.	Agency Location Code (AL please provide your ALC fo	C)/Agency Bureau Code (ABC). Example or the entire organization such as 470000 each organization as seen below):		
	ALC	Department/Agency	AGENCY/BURE	AU
	Ex-70004001	Department of Homeland Security	FEMA	
	00006355	Department of Defense	DLA	
		a a		
			22 (20)	
		70		
	POC Name: (b) (6), (b) (7)(C) (The POC should be a person	Title:Email:	(b) (6), (b) (7)(C) additional information.)	Phone: (b) (6), (b) (7)(C)

PART II:

- 1. How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$454M (FY17 Disbursements TPPS)
- Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)
 Internal Audit Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41 CFR 102-118 Subpart D.

40	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo
	Tpps Syncada Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Syncada Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Syncada
	Water/Ocean ☐ TPPS Syncada ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline ✓ TPPS Syncada Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.go</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method? Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov, subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Part Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: ✓ Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): email mail CD
PART III As prescribed in 41 CFR 102 118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; Fulfilled by agency's CFO signature on this document.
(b). Comply with the Prompt Payment Act Monitor certification of Syncada Summary Invoices within regulatory prescribed timeline (5 government business days) via review of DFAS report.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Bill of Ladings contain contract or tender and type and quantity of additional services.
(d). Verify all transportation bills against filed rates and charges before payment; Use Syncada auto approval functionality which compares estimated shipping cost in Bill of Lading (TPPS order) to carrier invoiced amount and auto approves for payment if parameters set up by DLA are met.
Manually review and approve carrier invoices that do not meet parameters for Syncada auto approval, or that are in Syncada carrier invoicing accounts.
(e). Forward all transportation documentation monthly to the GSA Audit Division; Fulfilled via GSA access to TPPS data in DLA's TPPS Accounts.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused
tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable because this submission only covers TPPS, and GSA already has access to TPPS data.
The applicable because this submission only covers in Fig. and Con already has access to This data.
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
Established maximum threshold of \$2,500 as parameter for use of Syncada auto approval functionality.
All carrier invoices in Syncada above \$2,500 must be manually reviewed and approved.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the
address and in the electronic format identified for the prepayment audit, transportation documents which show that the
United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the
contractor and made available for the on-site Government audits.
Not applicable. DLA uses USTRANSCOM contracts and tenders.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years;
Required but do not anticipate receiving GSA direction to do so, as GSA now has ability to offset in Syncada (for electronic paid invoices)
without going through the agency.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of a
adjustment within 7 calendar days of receipt of the bill;
Monitor approval of carrier invoices in Syncada within 3 days via review of a Syncada report.
Use Syncada Notes functionality to document notifications of adjustments.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed:
DLA follows the dispute resolution process in Defense Transportation Regulation, Part II, Chapter 212, paragraph C.9.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
Use Syncada Notes functionality to document reasons for any full or partial rejection of stated charge on invoice.
(m). Implement a unique agency numbering system to handle commercial paper and practices.
DLA shipping systems (DSS/VSM) automatically apply BOL numbers using standard format.
*
We have a direct contract with an <u>audit service provider or a GSA multiple</u> awards schedule contractor and the
contract, MOU, or IAA expires on
E. Control of the con
Prepared by (Type or Print) Date August 7, 2018
(b) (6), (b) $(7)(C)$

Title

pe or Print (Highest agency level budget or financial office)

Signature (Highest agency level budget or financial officer)

	9		24	Date
Additional Information:	counts DIAPCS/HHGs	ninments processed in TPPS are in	MILSVC TPPS PCS/HHG Accounts (i.e.	e., MILSVCs responsible for prepayment audit
- 100	ATTEN CANADAY			G is usually associated with MILSVC PCS to
>		4.00	***	
OCONUS sites and co-mingled with	regular freight into or	ne shipment (seavan/contain	er). DLA treats like freight from T	PPS prepayment audit perspective.
		For GSA use onl	у	
Approved O Not App	roved (see commer	nts below)		
Comments (GSA schedule and/or t	hird party contract	effective dates, etc):		
a				
Signature GSA Approval Authority	CHARLES WHALEY	Digitally signed by CHARLES WHALEY Date: 2018.11.13 06:43:37 -05'00'	Date —	я
Charles E. Whaley Chief, Audit Policy and Review B	ranch			

General Services Administration
Office of Travel, Employee Relocation and Transportation
Attn: 1800 F St NW
3rd Floor, Mail Hub 3400
Washington, DC 20405
202 969 4057

Transportation Audits Division



The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PA	audit.policy@ . RT I:)gsa.gov.	
A.	. Department : DEPARTMENT OF HEALTH AND HUMAN SERVICES		
	,	tment of Homeland Security)	·
В.	Agency : Centers	s for Medicare and Medicaid Services	
	(Example: FEMA, T	SA, FLETC)	
Ç.	Address 7500 Se	curity Boulevard, Woodlawn Maryland 21244 MS	C3-12-26
D.	. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):		
	<u>ALC</u>	Department/Agency	AGENCY/BUREAU
	Ex-70004001	Department of Homeland Secu	rity FEMA
	75050080	CTR FOR MED & MED	SERVICES HHS
	POC Name:	Title: (b) (6), (b) (7)(C) Embed be a person that GSA can contact to clarify or obt	ail: $\frac{(b)(6),(b)(7)(C)}{(b)(6),(b)(7)(C)}$ ain additional information.)
PΑ	RT II:		
	to include al	does your "Department/Agency" spend, annu Il modes identified in Number 3 below (Please tified in PART I) SB1,100 (Breakdown-see additional notes)	ally, on ALL Transportation of Things and/or People, provide dollar amount for the entire organization or
	you have mu Express or Fr Thin	ultiple methods, identify method by mode. (Exa	please select how you perform prepayment audits. If ample: Domestic Household Goods – TPPS- PayPort elow information to complete Number 3 and Part III. em name, i.e. Syncada, etc) Internal Audit

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method? Audit Service Provider (The Commercial Traffic Co.)
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable to our agency
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All invoices are audited (there is no set threshold)
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
Not applicable to our agency
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Not Applicable - we do not do offsets
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; All valid and correct invoices submitted for audit are returned within 5 days of receipt to the applicable agency for payment.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
See additional information
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
TSP may submit a balance due or a supplemental invoice that will be reviewed by the contractor for accuracy.
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our system is setup to ensure there is no duplication of numbers
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 2/11/2020
Prepared by (Type or Print) Date Date





	Date
Additional Information:	Date
Part II #2 - \$81,100 - \$70,000 domestic household goods, \$5,700 air cargo & \$5,400 Motor/Freight.	
Part III, K Any invoice in which an over billing has been identified or that is mission required information shall be TSP along with an explanation of what has been identified as an error for correction or that requires additional info	returned by the contractor to the billing rmation/documentation for processing
For GSA use only	
Approved Not Approved (see comments below)	
omments (GSA schedule and/or third party contract effective dates, etc):	
ignature GSA Approval Authority — Date — Date	



SAMPLE DOCUMENT

PREPAYMENTAUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to

PA	RT	ri			•

	t	emplate and sub any questions reg	satisfying the aforementioned statutory required in the statutory requ	ncy PPA" in the subject line. If there are		
PA	RT	audit.policy@gsa I:	.gov.			
	Department: SMALL BUSINESS ADMINISTRATION (Example: Department of Homeland Security) Agency: Administrative Accounting Branch					
		ample: FEMA, TSA, FI				
C.	Ad	dress 721 19th Stre	et, Room 332, Denver Colorado 80202			
D.	ple	ase provide your A	e (ALC)/Agency Bureau Code (ABC). Example: If you LC for the entire organization such as 47000000. Commended for each organization as seen below):			
		ALC 73000001 Ex-70004001	Department/Agency US Small Business Admin Department of Homeland Security (b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6)	AGENCY/BUREAU Administrative Accounting Branch FEMA 6), (b) (7)(C) Phone: (b) (6), (b) (7)(C)		
	(The POC should be a	person that GSA can contact to clarify or obtain additio			
PA	RT I	l:				
14	1.	to include all mod	your "Department/Agency" spend, annually, on Ades identified in Number 3 below (Please provide of in PART I) \$24,738.99	The Safatan and		
	2.	you have multiple Express or Freight	ent Audit Program: (In section Number 3, please see methods, identify method by mode. (Example: Dot - Internal Audit Program)) Utilize the below inforty payment system (TPPS); (provide system name,	omestic Household Goods – TPPS- PayPort mation to complete Number 3 and Part III.		

Internal Audit Program (address elements listed in PART III)

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide
	the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	<u>Air</u> Cargo
	TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Relocation Management Worldwide
*	
	Foreign Household Goods
. 8	
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	✓ Motor/Freight
	TPPS Unternal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Relocation Management Worldwide
	Passenger: Note-It's not required to report passenger travel to GSA, however this
	information still needs to be captured in your overall spend.
	Rail
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Electricate addition through contractor name;
20	
	Water/Occasion
	Water/Ocean
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
\supset	Pipeline
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.go</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Relocation Management V
Third Party Payment System (Payport Express, Syncada, etc.)
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division;
SBA will secure the necessary signature as per CFR 102-118
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with rate tender information
(d). Verify all transportation bills against filed rates and charges before payment; We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division; The prepayment report is sent monthly to GSA by our office or our Auditor- RMW

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division;
Not applicable to our agency (Note-Smart pay travel card information is received automatically by GSA)
(g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All invoices will be audited of the second s
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
Example - Our Audit provider identifies any cost reimbursable contract items over \$100.00 and submits to GSA for audits.
All invoices will be audited or we audit (\$ set dollar amount). "THIS DOES NOT APPLY TO MOST AGENCIES IN MOST CASES"
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years;
SBA complies with applicable directives from the GSA Audits Division
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; This is part of our Prompt Payment Act procedures
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
Any amounts in question are resolved prior to payments.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
The carrier is notified of any rejections along with the reason for rejection
(m). Implement a unique agency numbering system to handle commercial paper and practices.
Our systems is setup to ensure there is no duplication of numbers
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 12-27-2017
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date August 2, 2017

(b) (6), (b) (7)(C

(b) (6), (b) (7)(C)

Signature (Highest agency level budget or financial officer)

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Additional Information:				
	2		0	
	For GSA use only	•		
Approved O Not A	pproved (see comments below)			
Comments (GSA schedule and/o	or third party contract effective dates, etc):		**************************************	
Action 1997		.	2/ 2/	
Signature GSA Approval Authori	DONNA JACK Digitally signed by DONNA JACK Direct US o US Government to General Communication (Communication Communication Communication (Communication Communication Communication (Communication Communication Communicati	Date -	August 17, 2017	

Donna M. Jack
Chief, Audit Policy and Review Branch
Transportation Audits Division
General Services Administration
Office of Travel, Employee Relocation and Transportation (QMC)
Attn: 1800 F St NW
3rd Floor, Mail Hub 3400
Washington, DC 20405



The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

	te	emplate and subr	nit to: audit.policy@gsa.gov; and type "Agency arding the completion of this template, we can	PPA" in the subject line. If there are
PA	RTI		- 0.04 (1.79 f.)	
A.			RTMENT OF HOMELAND SECURITY	
D	(Exa	mple: Departmen	t of Homeland Security) Security Administration-TSA (managed via IA by the EPA	Federal Employee Relocation Center (FERC)
В.		mple: FEMA, TSA, FLE		
C.	٨٨٨	ross 701 South 12th	Street Arlington, VA 20598-6014	order territorial
D.	plea	ase provide your AL	(ALC)/Agency Bureau Code (ABC). Example: If you r C for the entire organization such as 47000000. If you for each organization as seen below): Department/Agency	eport at the Department/Agency level, ou report at the Bureau or Office level, AGENCY/BUREAU
	E	x-70004001	Department of Homeland Security	FEMA
	70	110001	Transportation Security Administration	TSA
	P.		b) (7)(C) Title: (b) (6), (b) (7)(C) Email: (b) (6), (b) (7)(C) Email: (c) (6), (d)) (7)(C) Phone: (b) (6), (b) (7)(C) Information.)
P/	ART I			
	1.	to include all mod by ALC identified	our "Department/Agency" spend, annually, on ALL des identified in Number 3 below (Please provide do in PART I) \$977,485.00 (FY-18)	lar amount for the entire organization of
	2.	you have multiple Express or Freight Third part	ent Audit Program: (In section Number 3, please sele methods, identify method by mode. (Example: Dom - Internal Audit Program)) Utilize the below inform ty payment system (TPPS); (provide system name, i.a (address elements listed in PART III)	ation to complete Number 3 and Part III.

Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	Air Cargo TPPS Internal Audit Program Oirect Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> , subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA
Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Move Management via Mode Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; Not applicable. All bills are audited per the MOU.
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit; Per MOU (Scope of Coverage) provider is required to audit all carrier billings
Fer MOD (Gcope of Coverage) provider to require to an annual formation of the fermion of the fer
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; The EPA Cincinnati Finance Center (CFC) on behalf of TSA will process any offsets required by the GSA Audit Division
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of a adjustment within 7 calendar days of receipt of the bill; Carriers are required to submit corrective invoice prior to submission of voucher to EPA (TSA)
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed; EPA on behalf of TSA will follow the GSA Appeals/Dispute process according to CFR 102-118 Suppart-F
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice. Move Management, Inc prepares a detailed correction notice which is provided to the TSP when errors are found.
Move Management, Inc prepares a detailed correction notice which is provided to the Yes when the same and the
(m). Implement a unique agency numbering system to handle commercial paper and practices. Unique Bill of Lading numbers are assigned to each shipment through progra,
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 12/15/2021
Prepared by (Type or Print) (6), (6), (7)(C)
(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) Signature (Highest agency level budget or financial office) Type of Print (Highest agency level budget or financial office)
Type or Print (Highest agency level budget or financial office) Title Signature (Highest agency level budget or financial office) or financial officer)

			Date
	For GSA use only		
roved (see comr	nents below)		
hird party contr	act effective dates, etc):		
CHARLES	Digitally signed by CHARLES WHALEY		
WHALEY	Date: 2019.07.30 11:58:00 -04'00'	Date	
	charles Whaley	charles WHALEY Digitally signed by CHARLES Od'00'	CHARLES WHALEY Digitally signed by CHARLES WHALEY Date: 2019.07.30 11:58:00 -04'00'

Charles E. Whaley Chief, Audit Policy & Review Branch Transportation Audits Division 202-969-4057



The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: DEPARTMENT OF STATE

(Example: Department of Homeland Security)

B. Agency: US Agency International Development

(Example: FEMA, TSA, FLETC)

- C. Address 1701 North Fort Myer Drive Arlington, VA 22209/ 1300 Pennsylvania Ave NW Washington DC 20004
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department/Agency</u>	AGENCY/BUREAU
Ex -70004001	Department of Homeland Security	FEMA
19000000 72000000	Department of State US Agency for Int'l Development	i e

POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Email: (b) (6), (b) (7)(C)	Phone: (b) (6), (b) (7)(C)	
(The POC should be a person that (GSA can contact to clarify o	or obtain additional information)		

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$180M, not including passenger trvl
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.

 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)

✓	Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc
	Internal Audit Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply):
	Air Cargo TPPS US Bank/Syncada Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	✓ Domestic Household Goods ✓ TPPS US Bank/Syncada Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods
	TPPS Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight
	TPPS US Bank/Syncada
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this
	information still needs to be captured in your overall spend.
	Rail
	TPPS Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	✓ Water/Ocean
	TPPS US Bank/Syncada Internal Audit Program Direct Contract with audit service provider
	Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline
	TPPS

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.ge</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
Any Invoice with and Audit Exception over \$10 is subject to auditing.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Within SYNCADA, DOS can use an E-Bill to collect an offset.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; This is occurring, please answer G above
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice. No invoice is fully rejected, there are partial rejections only. Some work was performed, otherwise the WO would not have made it to SYNCADA for payment. Auditors leave notes for the carriers in SYNCADA as to why they are questioning/rejecting the charges.
(m). Implement a unique agency numbering system to handle commercial paper and practices. DOS has authorization, from GSA, to have a unique numbering system. All of our WO's have a unique alpha/numeric number. ILMS ensures that a document number is never used twice. Reference CFR 102-118.170.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on 2020
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date

	1/30/2018
	Date
Additional Information:	
Please note that USAID is a part of Department of State	
For GSA use only	
Approved Not Approved (see comments below)	
Comments (GSA schedule and/or third party contract effective dates, etc):	
	•
ignature GSA Approval Authority — Date — Dat	



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: DEPARTMENT OF AGRICULTURE

(Example: Department of Homeland Security)

B. Agency: USDA Office of the Chief Information Officer (OCIO)

(Example: FEMA, TSA, FLETC)

- C. Address 1400 Independence Avenue Washington, DC20250 (POC address 2150 Centre Ave Building A Fort Collins, CO 80526.
- D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC	<u>Department/Agency</u>	AGENCY/BUREAU
Ex-70004001	Department of Homeland Security	FEMA
12401240	USDA Office of the Chief Information	Officer OCIO

POC Name: (b) (6), (b) (7)(C)	Title: (b) (6), (b) (7)(C)	Emai (b) (6), (b) (7)(C)	_Phone: (b) (6), (b) (7)(C)
(The POC should be a person that GSA can contact to clarify or obtain additional information.)			

PART II:

- 1. How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$200,000.00
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods - TPPS- PayPort Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III. Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)

	Internal	Audit Program	laddrass alamants	listed in	DADT III)
I √ I	IIICIIIai	Additiogram	(address elements	iisteu iii	1 4101 1111

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS CBA/IBA Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: ✓ The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov , subject: Post Pay Docs or mail to General Services Administration, FAS, QMC, Transportation Audit Division, QMCAB, Transportation Electronic Audit Library, Room 1033, 1800 F Street NW, Washington, DC 20405. If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third Party Payment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system Will send paid invoices via (check all that apply): which is a payment of the payment of the payment system and the payment of the payment of the payment system and the payment of the payment
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; USDA will secure the required signature
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains bill of lading with the rate tender information
(d). Verify all transportation bills against filed rates and charges before payment;
We review and verify all bills against filed rates prior to payment
(e). Forward all transportation documentation monthly to the GSA Audit Division; Prepayment & post-payment report sent monthly

f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused ickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A			
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;			
All transportation invoices are audited			
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A			
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; USDA complies with applicable mandates from the GSA Audits Division.			
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; This is done as part of our Prompt Payment procedures.			
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed;			
Any amounts in question are resolved prior to invoice payment.			
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.			
The carrier is notified of any rejections along with the applicable reason for rejection.			
(m). Implement a unique agency numbering system to handle commercial paper and practices. Our system is structured to capture and ensure there is no duplication			
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on N/A - Audited Internally			
Prepared by (Type or Print) (b) (6), (b) (7)(C) Date 05/22/2018			

Additional Information:		Date
	For GSA use only	
Approved Not A	pproved (see comments below)	
mments (GSA schedule and/	r third party contract effective dates, etc):	
gnature GSA Approval Authori	CHARLES Digitally signed by CHARLES WHALEY Date: 2018.07.19 15:19:26 -04'00' Date —	



PREPAYMENTAUDITPROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102-118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest-level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

PARTI:

A. Department: DEPARTMENT OF JUSTICE (DOJ)

(Example: Department of Homeland Security)

B. Agency : United States Marshals Service

(Example: FEMA, TSA, FLETC)

C. Address: 1215 S Clark St, CG-3, 5020C, Arlington , VA 22202

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

<u>ALC</u>	<u>Department</u>	Agency/Bureau
15180001	Department of Justice	United States Marshals Sen
Ex-70004001	Department of Homeland Security	FEMA

POC Name: Email: Email: Pho (The POC should be a person that GSA can contact to clarify or obtain additional information.)

PART II:

 How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) Fiscal Year 20 : \$ 1,541,000.00

2.	Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If
	you have multiple methods, identify method by mode. (Example: Domestic Household Goods – TPPS- PayPort
	Express or Freight - Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.
	Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc)
	Internal Audit Program (address elements listed in PART III)

 $^{^{1}}$ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA)
	Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services (address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods ☐ TPPS ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Foreign Household Goods TPPS
	Motor/Freight TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note- It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)

4. All agencies conducting prepayment audit must submit Monthly, by the 15th, a report to <u>audit.policy@gsa.gov</u> subject: PPA Monthly Report. The report must contain: Agency Location Code; Agency Name; Mode; Count; Billed Amount; Paid Amount; Number of Differences; Savings; Fees; Net Savings; Return on Investment. GSA Audits will receive this information from: ✓ The agency POC An auditor (Provide the name of the Auditor) Third Party Payment System (Payport Express, Syncada, etc.) Another method?
5. All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to QMCATariffs@gsa.gov . If you utilize TMSS/TMS (Civilian Agencies) or DPS, GFM (DOD) or an approved Third-PartyPayment System, it may not be necessary to provide copies of paid invoices. Please identify how GSA Audits will receive your paid invoice information: Will set up account for GSA to gain access to agency online shipper & payment system. Will send paid invoices via (check all that apply): TAMS Email
PART III As prescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their prepayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your agency must respond to each of the below elements of an acceptable prepayment audit program, regardless of whether the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements are met, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA, SOW or contract with the prepayment auditor.
For (a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
(a). Requires the agency's CFO approval of the transportation prepayment audit program with
submission to GSA Transportation Audits Division; USMS will secure the required signature.
(b). Comply with the Prompt Payment Act All payments are processed according to the Prompt Payment Act.
(c). Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated; Each invoice received contains a bill of lading with rate tender information.
(d). Verify all transportation bills against filed rates and charges before payment; All bills are reviewed and verified against filed rates prior to payment.
(e). Forward all transportation documentation monthly to the GSA Audit Division; The post payment report is sent monthly to GSA by the USMS Office of Finance.

(f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; N/A
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All (100% of) invoices are audited.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. N/A
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; USMS complies with applicable mandates from the GSA Audits Division.
(j). Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; This is in line with our Prompt Payment Act process.
(k). Implement an appellate process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed. Please describe:
Any amounts in question are rectified prior to payments.
(I). Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
We dispute any improper charges with the TSP and only process revised invoices issued by them.
(m). Implement a unique agency numbering system to handle commercial paper and practices. We have a unique system with no duplicate GBL numbers.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on:
Prepared by (Type or Print) (5) (6), (6) (7)(C) Date 08/26/2021

	For GSA use only	
Approved	Not Approved (see comments below)	
ments (GSA sch	edule and/or third party contract effective dates, etc):	



PREPAYMENT AUDIT PROGRAM

The Administrator of GSA is responsible for oversight of federal agencies' prepayment audit programs. The responsibility has been assigned to the Federal Acquisition Service, Transportation Audits Division (Audits). In accordance with 41 CFR 102- 118, Subpart D, all federal agencies that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States Government is required to maintain a prepayment audit program. Your prepayment audit program must be approved by the highest level budget or financial officer of the Department/Agency and after approval by the agency, must be approved by Audits. Audits have developed this template to assist agencies in satisfying the aforementioned statutory requirements. Please complete this template and submit to: audit.policy@gsa.gov; and type "Agency PPA" in the subject line. If there are any questions regarding the completion of this template, we can be contacted at audit.policy@gsa.gov.

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A.	Department :	VETERANS	ADMINISTRATION
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(Example: Department of Homeland Security)

B. Agency: Office of Acquisitions, Logistics and Construction (OALC); Logistics Support Services (LSS) (003B7)

(Example: FEMA, TSA, FLETC)

C. Address 810 Vermont Ave NW, Washington DC 24020

D. Agency Location Code (ALC)/Agency Bureau Code (ABC). Example: If you report at the Department/Agency level, please provide your ALC for the entire organization such as 47000000. If you report at the Bureau or Office level, please provide the ALC for each organization as seen below):

ALC	<u>Department/Agency</u>	AGENCY/BUREAU	
Ex-70004001	Department of Homeland Security	FEMA	
36000102	Department of Veterans Affairs	VACO	

POC Name: (b) (6), (b) (7)(C)	Title: (0)(6), (0)(7)(3)	Email: (b) (6), (b) (7)(C)	Phone:	(+) (6), (b) (7)(C)	
		fy or obtain additional information)			

PART II:

- How much does your "Department/Agency" spend, annually, on ALL Transportation of Things and/or People, to include all modes identified in Number 3 below (Please provide dollar amount for the entire organization or by ALC identified in PART I) \$82.1M
- 2. Type of Prepayment Audit Program: (In section Number 3, please select how you perform prepayment audits. If you have multiple methods, identify method by mode. (Example: Domestic Household Goods TPPS- PayPort Express or Freight Internal Audit Program)) Utilize the below information to complete Number 3 and Part III.

 Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, etc...)

✓	Third party payment system (TPPS); (provide system name, i.e. Payport Express, Syncada, et	c.
	Internal Audit Program (address elements listed in PART III)	

Internal Audit Program (address elements listed in PART III)

¹ Any request for a waiver to the prepayment audit requirement must be submitted to GSA in accordance with 41CFR 102-118 Subpart D.

	 □ Direct contract with audit service provider (address elements listed in PART III and provide the expiration date of the contract, MOU, or IAA) □ Contract auditor through GSA's multiple awards schedule, Audit & Financial Management Services
	(address elements listed in PART III and provide the expiration date of the contract or MOU)
3.	Modes audited under this plan and applicable method of audit (Check all that apply): Air Cargo
	TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Domestic Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) CHAMP/Relocation Management Worldwide (RMW)
	Foreign Household Goods TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name) CHAMP/Relocation Management Worldwide (RMW)
	Motor/Freight TPPS Unternal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Passenger: Note-It's not required to report passenger travel to GSA, however this information still needs to be captured in your overall spend.
	Rail TPPS Internal Audit Program Direct Contract with audit service provider Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Water/Ocean ☐ TPPS ☐ ☐ Internal Audit Program ☐ Direct Contract with audit service provider ☐ Contract auditor through GSA's multiple awards schedule (provide contractor name)
	Pipeline TPPS
	Small Parcels TPPS Internal Audit Program Direct Contract with audit service provider Contractor audit through GSA's multiple awards schedule (provide contrator name)

1'

	rward all transportation documentation monthly to the GSA Audit Division:
	rward all transportation documentation monthly to the GSA Audit Division;
	Part III, subparagraphic.
	established carrier tender and thoroughly researches for accuracy and payment (if warranted) any services not pre-approved.
Each	VA Commercial Bill of Lading (VCBL) cites the relevant tender. During pre-payment audit, each Traffic Manager ensures compliance
deter	ssure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to mine which contract or rate tender is used and that the type and quantity of any additional services are clearly eated;
0	udited invoices are submitted to iPPS within 24 hours of receipt. Fiscal department monitors, through iPPS, PPA compliance.
(b). C	omply with the Prompt Payment Act
	oved SF1113, Public Vouchers to IPPS. Invoices are paid in FMS once the funding clerk certifies the audited invoice.
	approval through use of VA Invoice Payment Processing System (IPPS). VATLC conducts prepayment audits and submits electronically
	nission to GSA Transportation Audits Division;
	Requires the agency's CFO approval of the transportation prepayment audit program with
	or contract with the prepayment auditor. a) through (j) below, Please briefly describe how your agency will satisfy each of the elements:
prep agen whet	T III rescribed in 41 CFR 102-118, Transportation Payment and Audit, Subpart D, every agency must submit their ayment audit program to the GSA Transportation Audits Division for final approval. To obtain approval, your cy must respond to each of the below elements of an acceptable prepayment audit program, regardless of the the element is performed by your agency, contract auditor, and/or TPPS. To ensure regulatory requirements net, it is further recommended that the appropriate element(s) below be included in your agency's MOU, IAA,
5	All agencies are required to submit Monthly, by the 15th, electronic or hard copy "paid" transportation billing documents to

f). Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division; All invoices are subject to pre-payment audit
g). Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit;
All invoices are subject to pre-payment audit.
(h). Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits. Published in our VA-100A Uniform Rules Tariff.Published in our VA-100A Uniform Rules Tariff.
(i). Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years; Offsets are handled by VA Fiscal Austin through IPPS.
(j).Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of an adjustment within 7 calendar days of receipt of the bill; VA has an approved process through IPPS to ensure audits for freight are accurate and completed timely.
(k). Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed: Invoices are not submitted to IPPS until carrier/VA agreement is reached for final invoice amount.
(I).Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
Invoices are not submitted to IPPS until carrier/VA agreement is reached for final invoice amount.
(m). Implement a unique agency numbering system to handle commercial paper and practices. VCBL program automatically assigns unique numbers.
We have a direct contract with an audit service provider or a GSA multiple awards schedule contractor and the contract, MOU, or IAA expires on HHGs MOU exp:2020
Prepared by (Type or Print) Date 11/29/2018
(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) Title (b) (6), (b) (7)(C) Signature (Highest agency level budget or financial office) or financial officer)

Additional Information:					Date
				-	
	-		28.00		
3 1048.		For GSA use only			
Approved O Not App	roved (see com	-			
nments (GSA schedule and/or t	hird party cont	ract effective dates, etc):			
	CHARLES WHALEY	Digitally signed by CHARLES WHALEY Date: 2019.02.05 07:55:03 -05'00'			

Charles E. Whaley Chief, Audit Policy and Review Branch Transportation Audits Division

General Services Administration Office of Travel, Employee Relocation and Transportation 1800 F Street NW Washington, D.C. 20405 202-969-4057

MEMORANDUM OF AGREEMENT

FOR THE PERFORMANCE OF MOVE MANAGEMENT SERVICES FOR HOUSEHOLD GOODS SHIPMENTS

BETWEEN

THE U. S. DEPARTMENT OF VETERANS AFFAIRS, OFFICE OF ACQUISITION AND LOGISTICS (003A3B1) WASHINGTON, DC 20420

AND

ARMSTRONG RELOCATION COMPANY, RELOCATION
MANAGEMENT WORLDWIDE (ARMT/RMW)
MEMPHIS, TN 38119

Effective Date: May 27, 2015

Expiration Date: May 26, 2020

General:

The U. S. Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC, herein identified as the VA, and Armstrong Relocation Company, Standard Carrier Alpha Code (SCAC) ARMT hereby identify in this Memorandum of Agreement (MOA) the requirements and specifications for the service of VA household goods shipments (HHG).

This MOA shall be effective from the date of signature and will remain in effect for 5 years or until terminated in writing by either party. Termination prior to the 5 year period requires a 90 day written notification letter titled *Letter of Intent to Terminate* which must specify a date by which the agreement shall be terminated. Some other mutually agreeable termination notification period and a *Letter of Intent to Terminate* would also be acceptable.

The VA and ARMT agree that all bills of lading will be issued to ARMT and that Relocation Management Worldwide, Inc. Memphis, TN, an independent services provider, herein identified as RMW, will provide move management services and pre-payment audit services on behalf of VA according to the specifications and requirements as set forth in the General Services Administration (GSA) Domestic and International Household Goods Tender of Service (HTOS) Section 6.

All HHG shipments shall be conducted under the provisions of the GSA Centralized Household Goods Traffic Management Program (CHAMP). This includes all provisions identified in the HTOS and annual Request for Offers (RFO). Distribution of shipments is limited to CHAMP and/or VA approved service providers. Brokering of transportation services is prohibited.

Scope 8

This MOA applies to all regular VA centralized program household goods moves and transferee "Do-It-Yourself" (DITY) moves authorized for the benefit of the Government and funded by VA activities.

Regular centralized program moves are performed using the virtual VA Commercial Bill of Lading (VCBL) method of shipment as Government shipments and as defined under the actual expense method in the Federal Travel Regulations.

The discounts offered through this agreement cause every regular centralized program move to be less costly than a comparable move performed under the undiscounted Tariff GSA-01 (formerly STB HGB 415-G) commuted rate. RMW will prepare a cost comparison for each relocation showing the discounted CHAMP cost and the commuted rate cost.

Definitions:

Extended/Non Temporary Storage:

This is approved government-paid storage, for up to 3 years, while the transferee is posted to a foreign destination or to a remote domestic area with limited practical access. Storage shall occur as near to the origin point as possible provided suitable storage space is available.

In no instance shall extended storage be maintained in a foreign OCONUS destination when the shipment's origin is in CONUS.

VA Austin Financial Services Center (FSC):

The VA's Austin, Texas Financial Services Center provides the Travel Authorizations and payment processing support for VA's relocation program.

U.S. Government Bill of Lading (GBL) (SF 1103):

This is a hard copy paper U.S. Government Bill of Lading. The GBL is used for OCONUS and international shipments of HHG; personally owned vehicles (POV), professional books, materials and equipment (PBP&E); and unaccompanied air baggage (UAB), when required. Use of the GBL incorporates the government's terms and conditions from 41 CFR 102-117.90 and 41 CFR 102-118.115 and this agreement to the shipment.

HHG Program Manager (HHGPM):

VA's Chief, Transportation and Relocation Services Division or designated alternate (003A3B1)

Household Goods Field Representative (HHGFR):

Upon receipt of a valid Travel Authority from the VA Austin Financial Services Center (FSC), this representative has the authority to initiate a HHG move in all of its parts and to support a course of action necessary to continue the progress of a household goods shipment to its completion.

The HHGFR is the primary agency person for initiating a move management service request under this agreement. The VA HHG program manager is the primary HHGFR. VA Austin FSC Permanent Change of Station (PCS) staff are HHGFRs. Access to the RMW web-based HHG registration and reporting application is granted through the Chief, Transportation and Relocation Services Division (003A3B1) of the Office of Acquisition and Logistics (003A3B).

"DITY" Move:

This is a transferee's "Do-It-Yourself" move under the government's actual expense method of shipping. Transferees may rent equipment or hire a commercial carrier to perform the move. Move expenses must not exceed the government's cost estimate. Expense receipts and weight tickets are required.

Move Management Services:

Move management services are the administrative and management oversight of each household goods move.

For household goods, the move management services identified in scope of this MOA follow the guidelines of Section 6 of the GSA HTOS.

Peak Season:

For VA shipments, the peak HHG moving season shall start May 1st and end September 30th. The remainder of the year is the industry's "off-season" having fewer monthly moves and greater availability of equipment.

Self-authorization:

Whenever an accessorial service requires specific approval from the VA and a VA authorization cannot be granted in a timely manner, RMW may initiate the necessary service to maintain the progress of a move that would otherwise be delayed. A TSP may not self-authorize accessorial services but must get authorization from RMW. A written authorization must follow before payment.

Self-Pack and Self-Load and Self-Haul:

TSP's in the VA program shall contain a move in its entirety within their own transport systems or networks of drivers and equipment and facilities to the maximum extent possible. Transferring a shipment to another agent or TSP is prohibited when the originating TSP has equipment, facilities, and personnel to handle the move in its entirety. RMW will control the assignment/disposition of the shipment.

The TSP must advise RMW whenever a self-pack and self-load and self-haul is not possible.

Short Notice Move:

A move with 5 working days or less from the day of RMW's notification of the required pickup date is a short notice move and will result in a \$50.00 fee per occurrence. RMW shall not be penalized for a failure to meet the requested pickup schedule. Telephone pre-move surveys are allowed without VA approval. Transit times are based on the assumption that a TSP shall be given a minimum of five (5) business days' notice before the pick-up date of a shipment. If less than five (5) business days' notice is given, the transit time will be increased by one (1) business day for each day under the five (5) business day notice period.

Storage-in-transit (SIT):

SIT is the necessary temporary storage of HHGs pending delivery to the permanent residence. SIT is limited to 150 days or an agency approved shorter

storage period. Storage generally occurs at destination but may occur at origin or somewhere in between upon presentation from the TSP of a satisfactory justification to VA or RMW.

Transportation Services Provider (TSP):

This is a motor common carrier for domestic and off-shore moves or a freight forwarder for international moves. It is not a broker.

VA Commercial Bill of Lading (VCBL):

For HHG shipments, VA uses a "virtual" HHG bill of lading (VA Form 0742) with a VA-unique numbering system approved by GSA. The VCBL is for domestic use for the shipment of HHG, unaccompanied air baggage, personally owned vehicles (POV), and professional books, materials and equipment (PBP&E). Use of the VCBL number as a reference on a commercial bill of lading incorporates the government's terms and conditions from 41 CFR 102-117.90 and 41 CFR 102-118.115 and this agreement.

Move Management Services for Household Goods Moves

This MOA includes all services related to the packing, loading, transport, storage and delivery of household goods, privately owned vehicles, professional books, papers and equipment, and unaccompanied air baggage of relocating VA employees.

The move management services include but are not limited to:

- □ Receiving service requests
- Conducting transferee entitlement counseling
- Creating a cost comparison of discounted rates and commuted rates
- Making Transportation Service provider (TSP) selections based on VA requirements
- Preparing bills of lading
- Monitoring shipment status
- Preparing and submitting service requests
- Authorizing and monitoring accessorial requests within the guidelines of the MOA
- Assigning and monitoring storage in transit or extended storage of shipments
- Preparing shipment invoices
- Performing pre pay audit services to include submitting monthly pre pay audit reports to GSA Post Audits
- Conducting TSP audit and performance evaluations
- Maintaining the RMW web application with the most current programming and shipment information
- Preparing management reports for the VA.

As required by the GSA CHAMP, all bills of lading will be issued directly to ARMT. In turn, RMW will distribute the moves via interline agreements according to VA requirements. Preferences shall be given to qualified TSPs owned by veterans, women, Native Americans, and minority owned service providers.

In the event ARMT does not have a GSA-approved rate file for a necessary traffic lane, a one-time-only (OTO) rate quote will be used. The bill of lading will clearly specify that all of the provisions of the GSA CHAMP apply and will be submitted directly to the VA for approval. For OTO CONUS interstate shipments, the rate shall be equal to the current ARMT rates filed for other interstate traffic lanes.

1. Initiation of Service and Authorizations – Household Goods

HHGFR will notify RMW of transferee moves by entering the request on the RMW web site. HHGFR may temporarily also use telephone, fax, or other electronically agreed upon method for notification. A legible copy of the Travel Authority (VA Form 3036c) must include, at a minimum, the following information for RMW to initiate a move.

- 1) Transferee's name
- Transferee's phone numbers at work and home
- Copy of the current VA Form 3918 in lieu of VA Form 3036c. The VA Form 3918 indicates VA's intent to conduct a HHG move, fund that move, and to pay all approved charges and accessorial services.

The HHGFR will provide RMW with a telephone number to contact the transferee for counseling purposes. RMW will attempt to contact the transferee within 24 hours after receiving the initial request for move management services. If RMW is unsuccessful in contacting the transferee within 48 hours, RMW will advise the HHGFR and ask for assistance.

A charge of \$50 may be assessed when exceptional difficulty is experienced to make initial contact with the transferee or to locate an authorizing official's approval for a HHG move-day POV transport. RMW or its agent shall perform no more than two (2) physical on-site surveys to obtain the estimated weight of the transferee's household goods. However, the transferee will be charged \$150 for the third and subsequent additional requests.

Authorization for Accessorial Services

Through this MOA, the VA authorizes RMW to approve necessary accessorial services on its behalf. The intent of this requirement is to maintain the progress of a relocation that would otherwise be delayed while RMW obtained

individual approvals directly from VA. See Section 6 below for complete details. See item 6 for a partial list of accessorials requiring written approvals.

Transferee Counseling

RMW will contact the transferee and provide information, guidance and/or instructions regarding all aspects of their move including, when requested, alternatives for a "Do-It-Yourself" or "HPPM" move. These topics include but are not limited to the following

- ☐ Entitlements under the FTR and VA Travel Policy
- On-site pre-move survey responsibilities
- Released shipment valuation and excess shipment valuation
- Disassembly and reassembly of household furniture
- 1) Shipment and storage services that are paid by the Government
- Authorized storage-in-transit (SIT) and extra pick-ups and drop-offs
- Name and address of the SIT warehouse and SIT delivery out procedures
- Appliance servicing
- Professional Books, Materials (papers) & Equipment (PBP&E) documentation and VA approval requirements.
- Packed by owner (PBO) packaging and inspection of contents and repacking
- Do-it-yourself move instructions with reference to SIT, allowable costs and liability issues
- Movement of personally owned vehicles (POV) and alternative methods of transporting them
- Claims filing procedures and general assistance and guidance.

Additional Pick Up and/or Delivery

RMW will instruct all VA transferees that additional pickups or drop-offs occurring within a direct route from the origin to destination are normally allowable, however, additional charges are payable by the employee. RMW, the HHGFR, and the transferee must review the costs for an out-of-route exception.

Charges for additional pickups or drop-offs must be shown on the bill of lading with any other charges payable by the transferee. RMW shall prepare a Bill of Collection (BOC) summarizing charges payable by the transferee. VA is responsible for validating the BOC.

On-Site Service Inspections

The HHGFR may request on-site service inspections at either the shipment origin or destination point for an additional charge of \$100 per inspection. Optional origin or destination inspection services must be requested in writing and by calling (866) 238-0298 at least twenty four hours in advance to allow scheduling.

2. TSP Selection Criteria – Household Goods

The VA HHG Program Manager may provide a list of program TSP's independent agents to RMW that will be used on an equitable, rotating basis, determined by the TSP's performance and its GSA-approved service area.

On a zero to 100 point scale, the highest rated TSPs shall be selected. When the TSP ratings differ by 0.40 or less, equitable distribution of moves is required.

The HHGFR, the employee and/or a new appointee reserve the right to select a program TSP for the move and must advise RMW of their selection. RMW shall not be penalized for poor selections by transferees or appointees.

TSPs/agents that perform self-packing, self-loading, self-hauling, self-storage and self-delivery shall receive preference over TSPs not offering these self-contained services.

When intrastate moves and peak season urgent moves are requested, RMW may use VA's special rate tenders filed with GSA if VA program TSPs are not available. Upon occasion, RMW may preferentially select a TSP from the GSA Centralized Household Goods Program list of approved TSPs and seek TSPs/agents that self-contain all aspects of a move.

The VA HHG Program Manager and RMW have established the following criteria to monitor a TSP's performance.

- Professionalism and courtesy of TSP personnel
- Accuracy of the pre-move survey
- Containment of the pack, load, delivery and storage by the participating TSP
- Overall quality of TSP service and responsiveness to requests
- Frequency, processing, handling, and settlement of claims and other problems
- Scores of the GSA Form3080 evaluations
- Administrative excellence of move coordination, documentation, and billing

3. Preparation and Distribution of VCBLS

Domestic household goods shipments, POV and UAB shipments use the VA virtual VCBL program. When the virtual VCBL is used, no hard copy VCBL or electronic VCBL version will be available. The use of the VCBL reference number on bills of lading incorporates the terms and conditions of a government shipment, as specified in 41 CFR 102-117.90 and 41 CFR 102-118.115 and this agreement.

The virtual VCBL numbers for use by RMW started at VAH-0,025,001 and will end with VAH-0,075,000. When the remaining number count falls below 200, a new list of VCBL numbers will be provided.

4. Base Valuation Charges – Household Goods

RMW is authorized to order valuation of \$7.00 per pound times the shipment weight up to \$126,000 (18,000 lbs x \$7.00), whichever is less, on domestic shipments of household goods at no cost to the VA or to the transferee. The Bill of lading will reflect full value replacement. RMW is authorized to order valuation of \$8.50 per pound times the shipment weight up to \$153,000 (18,000 lbs x \$8.50), whichever is less, on off-shore and international shipments of household goods at no cost to the VA or to the transferee. The Bill of lading will reflect full value replacement.

TSP invoices shall not list standard shipment valuation charges.

Excess Valuation on Transportation

Excess shipment valuations requested by a transferee must be in writing from the transferee. RMW will inform the transferee that they will be financially responsible for the cost of excess valuation. Excess valuation must be shown on the Bill of Lading.

In the event that the transferee declares a value greater than the base valuation, a Full Value Protection Service Shipment charge of \$0.85 per \$100 shall be charged to the transferee based on the portion declared in excess of shipment's base valuation released value.

Excess Valuation on Storage in Transit

In the event that the transferee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of shipments released at full value. Excess valuation may not be purchased after the shipment has been in possession of either the TSP or warehouse man.

In the event RMW fails to obtain a written excess valuation request from the transferee, prior to shipment pick-up. RMW will be held financially responsible for payment of any excess valuation charges to the TSP and/or storage facility. Excess valuation may not be purchased after the shipment has been in possession of either the TSP or warehouse man.

5. Pre-Payment Auditing and Billing of Household Good Shipments

RMW is an independent company providing move management services at the request of ARMT. Using ARMT auditing standards, RMW is a GSA qualified

pre-payment auditor. VA recognizes this independence and authorizes RMW to provide pre-payment audit services for VA household goods shipments.

RMW will require that all TSP billings be sent directly to RMW to be prepayment audited. Within 5 calendar days after receipt of the TSP's billings, RMW will first verify that the accessorial services billed by the TSP were necessary, properly authorized, actually performed, and are documented in writing, then certify the accuracy of the invoice.

To ensure that VA is in compliance with audit requirements, RMW will submit monthly pre-payment audit reports to GSA Post Audits, Washington DC.

RMW will "flag" any HHG invoices that contain excess valuation charges and/or additional pick up/drop-off charges for the VA Austin Financial Services Center to initiate collection letters for these charges.

Service Inspections

At the request of the HHG program manager, RMW will be required to schedule on-site origin or destination HHG service inspections. An additional fee of \$100 shall be assessed for completed inspections. Consideration must be given to the practicality of performing an on-site inspection to prevent a delay of the move. When the situation strongly suggests an on-site inspection is necessary, a reasonable delay of the move is acceptable.

Management Reporting - Household Goods

RMW will, at a minimum, maintain the following continuously available web site HHG reports.

- 11 Order Summary and Contact Report
- ☐ Shipment Summary Report for HHG, POC, UA, & PBP&E
- ☐ Claims Summary Report
- TSP Utilization Report
- VCBL and GBL Log Sheets
- Raw Shipment Data in a downloadable format
- Individual GSA Form 3080 Report and Period Specific GSA 3080 Summary Report
- Shipment Billing Report with Charge-backs to Transferees
- Shipment Distance and Weight Summary Report
- 11 Business Summary and Socio-Economic Spend

RMW will prepare and submit a report to the HHG program manager on all authorized additional move management services, such as on-site inspections and HHG program cost avoidances revealed during auditing.

RMW will telephonically obtain transferee responses for the GSA Form 3080, Household Goods TSP Evaluation, within 3 weeks after completion of delivery

of the transferee's household goods to the permanent residence. RMW will use its best efforts to insure all GSA Form 3080's are completed and returned. The SF-3080 evaluation forms will be provided by RMW and be available for viewing on their web site. The goal for the return rate of GSA Form 3080 is 90 percent.

RMW will conduct semi-annual performance reviews with the HHG program manager. This may occur in conjunction with an "All TSP" meeting.

6. Accessorial and Third Party Services - Household Goods

RMW will identify the services required for a particular move and obtain the necessary HHG program manager's written authorizations when required. The list of chargeable accessorial services that could arise during the movement of a transferee's household goods includes but is not limited to

- 1. Bulky Articles
- 2. Crating
- 3. Shuttles
- 4. Debris Pick Up
- 5. Elevator Carries
- 6. Stair Carries
- 7. Extra Labor
- 8. Repack of Packed by Owner Containers
- 9. Extra Pick up or Delivery
- 10. Long Carry
- 11. Washer Packs

RMW may self-authorize, in writing, all required accessorial services to maintain the progress of a move when the <u>cumulative</u> charges for all accessorial services (except crating and shuttle service) are \$1,000 or less.

Crating and shuttle service have separate self-approval maximums of \$1,000 each.

While RMW may proceed without a written authorization from the VA under the circumstances identified above, all accessorial services must be documented, in writing, by RMW prior to payment by VA.

In the event required accessorial services exceed the identified limit, RMW must contact the HHGFR to obtain written authorization via fax or e-mail before services may be performed.

All RMW self-authorized services shall be subject to review by the HHGFR. Under normal conditions prior authorizations are required before the performance of any accessorial services. In the event RMW fails to obtain

the written approval/authorization for additional accessorial services, RMW will be personally and financially liable to the TSP for those charges.

The VA HHG Program Manager shall arbitrate RMW's self-approved services disputes between the TSP and RMW when unresolved disagreements occur. His/her decision shall be binding upon both parties.

7. Storage and Extended Storage - Household Goods

SIT, when required, is authorized for an initial storage period not to exceed 60 days. The initial period may be extended in 30-day increments or in one 90day increment with the total storage days not to exceed 150 days. The transferee will be counseled as to the period of authorized storage and their liability if storage exceeds the VA-approved limit. Storage costs identified on billing documents shall be separated between VA's obligation and the employee's any obligation when charges payable bv are employee. Charges for excess shipment weight placed into storage will be payable by the transferee.

RMW will require the TSP to obtain authorization from RMW before the placement of the shipment into SIT at origin. Storage at the destination is standard. Storage shall not be permitted when the cost of the driver's waiting time and reduced handling is a suitable alternative. RMW will notify the transferee of the actual location for the SIT within 5 calendar days after delivery into SIT. This notification will be provided in writing or be available from the web application and will clearly state the date of expiration of the initial authorized storage period. RMW will notify the transferee of the expiration of storage at least 20 working days prior to the expiration of authorized storage. RMW will counsel the transferee of their liability for additional charges, changes of liability coverage from TSP to warehouseman's care, and the risks to the transferee, if authorized storage expires and the HHG remain in storage.

RMW will instruct all VA transferees to submit a written request to FSC for any requested extension of SIT beyond the initial authorized period. The FSC will notify RMW of additional authorized SIT. If additional SIT storage is desired by the transferee but not approved, the transferee will be advised of their responsibility for the storage charges. The transferee's failure to have their property deliver-out from storage on or before the last agency-approved storage day, will initiate storage charges to the transferee provided the transferee was given at least 10 working days' notice of the requirement from RMW to remove the property from storage by a certain date.

Extended storage shall be at the shipment's origin. See Definition of Extended Storage. Special attention must be directed to HHG storage in regions with a

long duration of high humidity and the necessity for mitigation of possible risks of mold contamination.

8. Contact Information

RMW is authorized to receive all service requests related to this agreement. RMW may be reached at (866) 238-0298 or fax (901) 680-8332. RMW will assist the transferee with processing and managing their claim.

The VA's Austin FSC's PCS coordinators are authorized HHGFR who may order move management services on behalf of the VA HHG Program using RMW's web site and other suitable means.

9. Further Agreements - Household Goods

No TSP shall have more than 20 percent of the total number of HHG moves conducted during the government's fiscal year from October 1st through September 30th. There may be periods within the fiscal when the percentage exceeds 20 percent but for the fiscal year it should not.

RMW may self-authorize requests to conduct a telephone pre-move shipment survey or to perform a shipment pick-up or delivery on a Saturday, Sunday or Holiday. RMW is required to provide detailed documentation as to why the service(s) were authorized. Additional charges for services performed on a weekend or holiday shall be payable by the transferee, unless the services are for the TSP's convenience and the transferee concurs.

Whenever the actual weight of the household goods shipment varies from the estimated weight on the pre-move survey by 10 percent or more, plus or minus, RMW will notify the HHGFR. When a shipment exceeds the maximum authorized regulatory shipment weight, a reweigh shall be conducted. An actual shipment weight in excess of 110 percent of the pre-move survey weight must be acceptably justified to the HHG program manager or RMW before payment for the additional weight may be approved. RMW and/or the HHG program manager shall evaluate the reasonableness of a TSP's explanation. Their determination shall be final. The transferee must be notified of their potential indebtedness resulting from any weight in excess of the regulated weight limit.

RMW will maintain a 24-hour, 7 days per week, telephone and web site accessibility for VA transferees and VA program officials.

RMW will provide the transferee an electronic or pocket-sized pamphlet listing procedures and relevant information for use by the transferee.

All amendments and/or changes to this agreement must be in writing and signed by a responsible officer of RMW and the VA HHG program manager.

In no instance will this MOA exceed the terms of the GSA Domestic and International HHG Tender of Service or permit the participation of licensed brokers.

All shipment records created during this agreement, all records submitted for uploading into the web application prior to this agreement to establish a historic database resource, and all records completed after this agreement has been terminated and during the agreement closeout period, are the property of VA and shall be provided to VA in a downloadable format suitable for maintaining data integrity and viability compatible with effective data management protocols. VA may request record updates for incomplete records for up to 5 years after the MOA termination date.

RMW will secure personally identifiable information of all transferees from unauthorized disclosure and secure all other data from unauthorized release. Social Security Numbers may not be requested from transferees and may not be saved in any database or other record. Breaches of security shall be reported within 4 hours of discovery to VA.

10. Collection of the VA Industrial Funding Fee (IFF)

The Department of Veterans Affairs Office of Acquisition and Logistics (VA) charges an Industrial Funding Fee (IFF) on each household goods shipment, each storage in transit shipment, and each privately owned vehicle.

The purpose of this addendum is to identify Armstrong Relocation/Relocation Management Worldwide's (RMW) responsibilities when billing, collecting, and transferring the IFF to the VA.

RMW will calculate and include the IFF in its billing to the VA Finance Center in Austin, TX.

Each privately owned vehicle will be subject to a flat IFF charge of \$75.00.

Each household goods shipment will be subject to an IFF equal to 3.5% of the net transportation charges. No minimums or maximums are applicable.

Each household goods shipment with storage in transit will be subject to an IFF equal to 3.5% of the net storage charges. No minimums or maximums are applicable.

RMW will deposit each IFF in a non-interest bearing escrow account. At the VA's direction, RMW will electronically submit the IFF balance on a quarterly basis.

RMW will issue a quarterly online report detailing each IFF that has been billed, collected, and transferred during the quarter for the transport of Household Goods, Household Goods subject to Storage In-Transit, and the transport of Personally Owned Vehicles.

~ END ~

VA Representative: Worldwide, Inc.

Department of Veterans Affairs

Armstrong /Relocation Management

kelocation Management Worldwide

Signature

5/27/2015 Date